

HKBN Cloud Email Server Admin Manual

云电邮服务器管理手册

(Version 1.3)

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1. Mail Server Administration | 邮件服务器管理

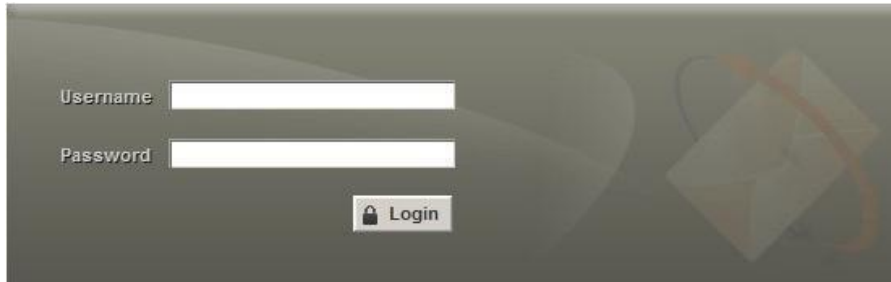
1.1 Working with WebAdmin | 使用 WebAdmin

Access CloudMail WebAdmin by <https://cloudmailadmin.hkbnes.net>

Input Username and Password to login the WebAdmin console.

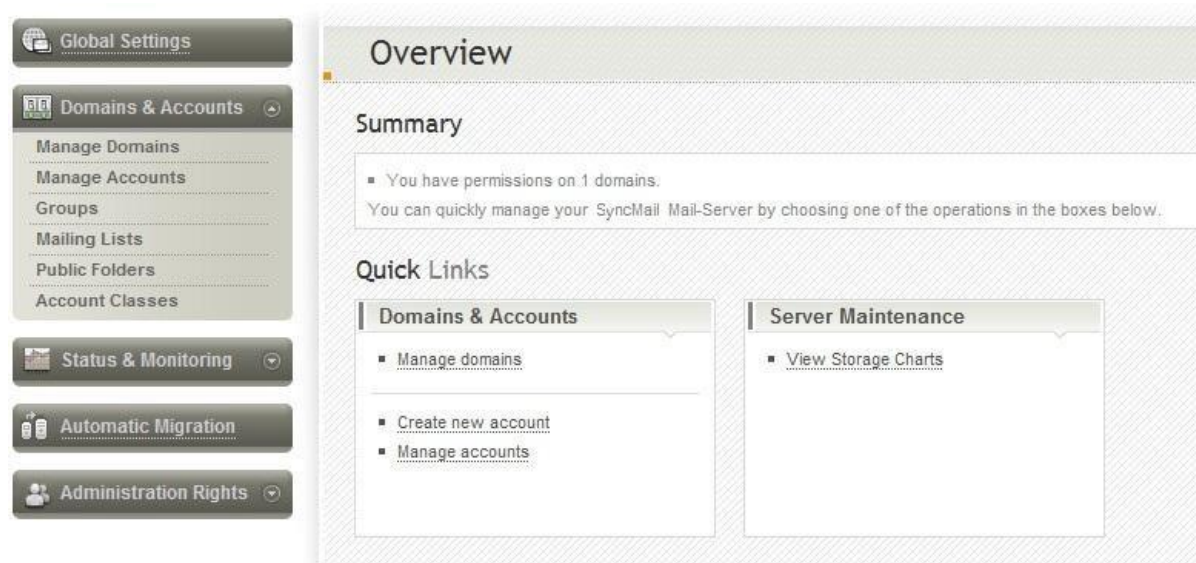
访问云电邮 WebAdmin: <https://cloudmailadmin.hkbnes.net>

输入用户名和密码登录的 Web 管理后台。



After login, you will see the Summary Page.

登录后，你会看到摘要页。



Below are described some basic principles you should keep in mind while working with CloudMail WebAdmin.

下面介绍一些你云电邮 WebAdmin 基本的用法。

Saving the Configuration in WebAdmin | 在 WebAdmin 中保存配置

After changing any parameter value in WebAdmin, you need to save the new values in the configuration files. In order to do this, you need to press the **Save Configuration** button available on all tabs, pages and sub-pages where needed. In the example below, a random password set for a user account is being saved.

在 WebAdmin 改变任何参数值后，你需要在配置文件中保存新的值。为了做到这一点，你需要按在所有选项卡页和子页中“保存配置”的按钮。在下面的例子中，用户帐户设置一个随机密码被保存。

Configure Account: **laura.white@mycompany.com**

General | Account Aliases | Quotas and Restrictions | Webmail Options | Message Filters

Settings

First name: Laura | Last name: White

Account name: laura.white@mycompany.com

Account password: [masked] [Set Random]

Inherit configuration details from: mycompany.com default

Services

Info

That's it, I'm done

Save Configuration

Confirmation / Error Messages | 确认/错误信息

After each command issued, you should check the confirmation message displayed in the upper section of the page. In the example below, parameters of an account have been changed successfully.

當发出命令后，你应该检查页面上半部分显示的确认消息。在下面的例子中，帐户的参数已更改成功。

Configure Account: **laura.white@mycompany.com**

✓ Account was updated successfully!

General | Account Aliases | Quotas and Restrictions | Webmail Options | Message Filters

Settings

First name: Laura | Last name: White

Account name: laura.white@mycompany.com

Account password: [masked] [Set Random]

Inherit configuration details from: mycompany.com default

Services

Info

That's it, I'm done

Save Configuration

In the following example, an account creation operation has failed and you are informed on this status both in the upper section of the WebAdmin page:

在下面的例子中，一个帐户创建操作失败，在系统上半部分会通知您更改状态：



Displaying/Hiding the Contextual Help | 显示/隐藏内容相关帮助

The WebAdmin Interface implements a **Contextual Help** feature, which guides system administrators through their daily actions by explaining all the available options and parameters. Contextual Help is activated by default and displayed in the right hand side of each page.

WebAdmin 的界面实现内容相关帮助功能，引导系统管理员解释所有可用的选项和参数。内容相关帮助默认情况下显示在每个页面的右边边。



To close the **Contextual Help** window, hit the **question mark button** as shown in the above screenshot. Once deactivated, you can open it again by hitting the same button, as shown below:

要关闭内容相关帮助窗口，按在上面截图所示的问号按钮。一旦停用，你可以再次点击相同的按钮打开它，如下图所示：



1.2 Mailbox Creation Step / 创建邮箱步骤

Add mailbox into Cloud Mail Admin console | 在云邮件管理后台添加邮箱

- i. Go to Domains & Accounts->Manage Accounts | 域账户 - >管理帐户

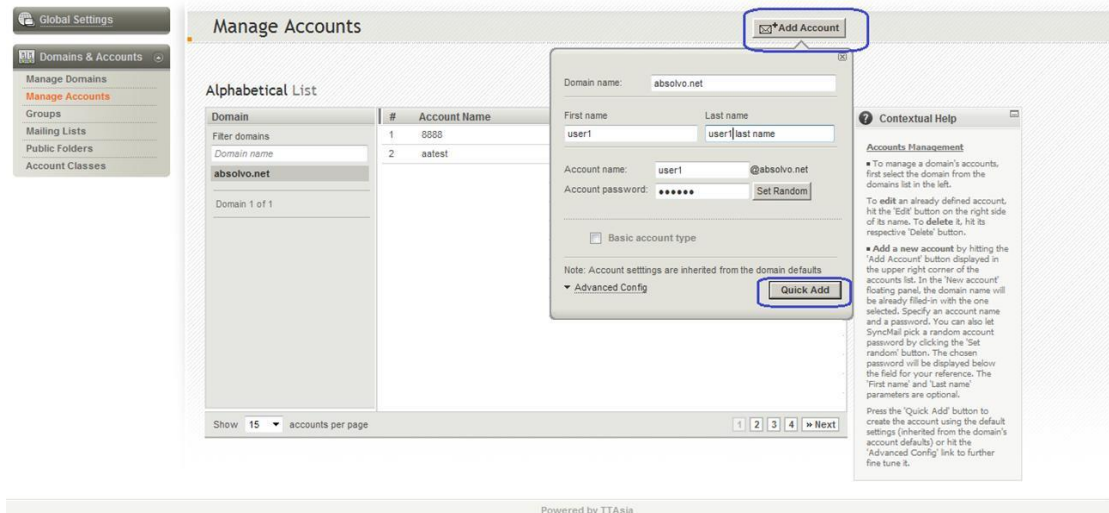
The screenshot shows the 'Manage Accounts' interface. On the left sidebar, 'Manage Accounts' is highlighted. The main content area has an 'Add Account' button in the top right corner. Below it is an 'Alphabetical List' of domains. The domain 'absolvo.net' is selected in the list. To the right of the domain list is a table of accounts:

#	Account Name	Actions
1	8888	EDIT DELETE
2	aatest	EDIT DELETE

At the bottom of the table, there are pagination controls: 'Show 15 accounts per page' and '1 2 3 4 Next'. On the right side, there is a 'Contextual Help' panel with instructions on how to manage and add accounts.

- ii. Select your domain, Click "Add Account" | 选择你的域名，点击“添加帐户”

iii. Input the First name, Last name | 輸入姓名



Account Name: (Input Account name)

Account password: (Input your password)

帐户名称：(输入帐户名)

帐号密码：(请输入您的密码)

iv. Click "QuickAdd" to complete | 点击“快速添加”完成

(2) Add mailbox into Sentry EDS console | 添加邮箱到 Sentry EDS 后台

i. Login Sentry-EDS console | 登录 Sentry EDS 后台

ii. Go to Mailboxes and Groups->Mailbox Management | 转到邮箱和邮件组 -> 邮箱管理



iii. Click "Add / Delete Mailboxes" | 单击“添加/删除邮箱”

iv. There have 2 method to add user mailbox | 有 2 个方法来添加用户邮箱

A. -Click "Add Mailbox" | 点击“添加邮箱”

Mailboxes and Groups > Mailbox Management

Add Mailbox Add Multiple Mailboxes Multiple Mailboxes Delete

Email Address newuser @ absolvo.net

Password ●●●●●●

Verify Password ●●●●●●

Group Everyone

Add Mailbox Cancel

-Input the Email Address, Password, Verify Password | 输入电邮地址，密码，确认密码

-Group: Select "Everyone" | 选“所有人”组

-Click "Add Mailbox" | 点击“添加邮箱”

B. -Click "Add Multiple Mailboxes" | 点击“添加多个邮箱”

Mailboxes and Groups > Mailbox Management

Add Mailbox Add Multiple Mailboxes Multiple Mailboxes Delete

Please add one email address per row without other symbols.

newuser1@absolvo.net
newuser2@absolvo.net
newuser3@absolvo.net

Save Cancel

-Input the Email Address | 输入电邮地址

(Please add one email address per row without other symbols) | (请添加一个每行没有其他符号的电邮地址)

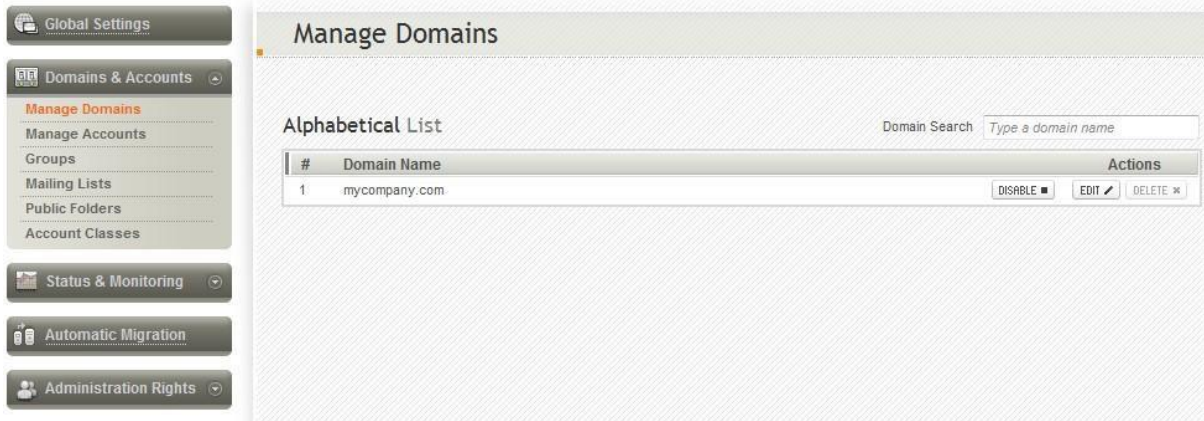
-Click "Save" | 点击“保存”

(As user can access the console by Spam Quarantine Report directly, the creation by this method do not need to set the password) | (用户可以访问后台垃圾邮件隔离报告，通过这种方法创建不需要设置的密码)

2. The Manage Domains Tab | “管理域”选项卡

When first entering the **Domains** tab, a list of the previously defined domains is displayed.

当第一次进入“域”选项卡，會显示先前定义的域列表。



2.1. Domains General Configuration | 域名一般配置

The **Manage Domains > General** tab allows system administrators to set the running services for a specific domain and other domain related parameters.

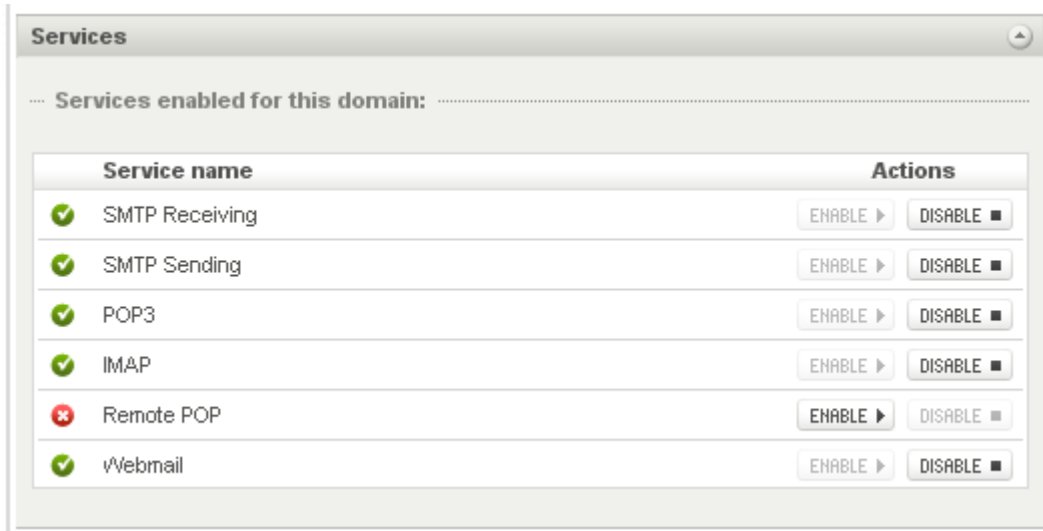
管理域> “常规”选项卡允许系统管理员为特定正在运行服务的域和其他域的相关参数设置。



Should you like to have the accounts created for a specific domain included in CloudMail's public address book, make sure to have the corresponding option checked.

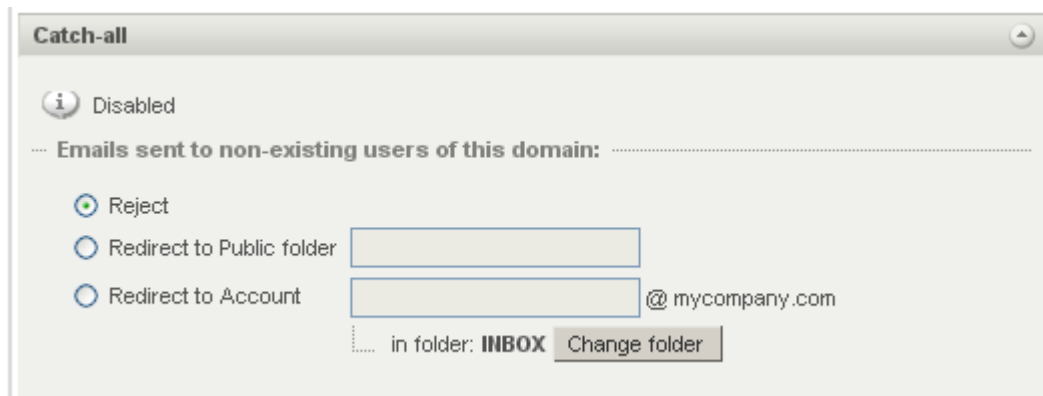
If your **Default Language** for users is not **English**, you can change to corresponding language. It will change the Default Language of WebMail.

如果你想有一个特定的域，包括在云电邮的公共地址簿创建的帐户，请确保选中相应的选项。如果你的用户默认语言不是英语，你可以切换到相应的语言。它会改变云电邮的默认语言。



The services section displays the list of domain services and their current status. To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at domain level, only services affecting domain behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

服务部显示列表中的域名服务和它们的当前状态。要启用或禁用服务，使用对应该服务名称的相应按钮。请注意，在域级别中只显示影响域名行为的服务 - SMTP 接收，SMTP 发送，POP3，IMAP，远程 POP 和 WebMail。



System administrators can further decide how to treat emails sent to users that do not exist in the edited domain within the **Catch-all** section. The available option in the selection box are to have them rejected, to redirect them to one of the existing public folders or to redirect them to a catch-all account. If the emails are redirected to an account, you can also specify a folder for the emails to be stored in, using the **Change folder** button.

系统管理员可以在编辑域内的所有部分进一步决定如何处理邮件发送到不存在的用户。可用的选项中选择框，让他们拒绝，将它们重定向到一个现有的公共文件夹中，或将它们重定向到一个包罗万象的帐户。如果邮件被重定向到一个帐户，你也可以指定存储在一个文件夹中的邮件，使用“更改文件夹”按钮。



From the General page administrators can also enable or disable groupware functionalities for the currently edited domain. The current MACL Support status is displayed, the action displayed by the button is opposite to the status. If you clicked the button by mistake you can return to the previous state by clicking the Undo link.

从常规页面管理员还可以为当前编辑的域启用或禁用组件功能。现在 MACL 支持状态由相对的按钮显示操作状态。如果你错误按下按钮，你可以返回到以前的状态，通过点击撤消链接。



The **Info** section displays specific date and time details about domain creation, modification and the last login.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

信息部分显示特定的域创建，修改和上次登录日期和时间的详细信息。当您完成配置这些参数，记得按“保存配置”按钮，保存您所做的更改。

2.2. Defining Domain Aliases / 定义域别名

The **Manage Domains > Domain Aliases** page allows system administrators to create a list of aliases for a certain domain.

管理域>域别名页面允许系统管理员创建一个特定域别名的列表。



The page displays a list of previously defined aliases. Each can be edited using the text field listed

under **Address**. To delete an alias, use its corresponding **Delete** button. To add a new alias, type its name in the upper right corner text field and hit the **Add Alias** button.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

该页面显示先前定义的别名列表。每个人都可以编辑地址文本字段。要删除别名，请使用相应的“删除”按钮。要添加一个新的别名，在右上角的文本字段中键入它的名称和按“添加别名”按钮。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.3. Domain Message Filters Page / 域邮件过滤器

The **Manage Domains > Message Filters** page helps system administrators create and manage incoming message rules for a specific domain.

Important!

- Domain level rules for this domain will run after any existing Server level rules (common actions) will be overridden

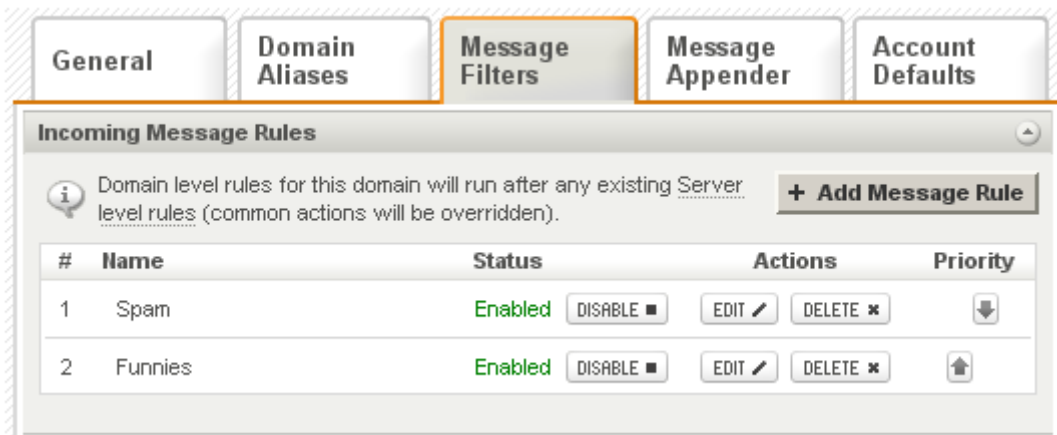
When first accessing the page, a list with the already defined rules and filters is displayed. Both lists can be minimized or maximized by clicking the list name bar. Each message and filter has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. Priorities between enabled Message rules can be changed using the up and down arrows under the Priority section.

管理域>邮件过滤器页面可帮助系统管理员创建和管理一个特定域的传入邮件规则。

重要！

- 域级别规则将运行在任何现有的服务器级规则（一般动作）将被覆盖

当第一次访问页，已定义的规则和过滤器列表将被显示。这两个列表可以通过点击列表中的名称栏最小化或最大化。每封邮件和过滤器有一个启用/禁用状态显示和它旁边的启用/禁用按钮显示的状态相反的操作。使用向上和向下箭头，根据优先级部分，优先级之间启用邮件规则是可以改变的。



To add a new rule for the configured domain, click the **Add Message Rule** button. They can be deleted or further configured using the **Delete** and **Edit** buttons. Type a name for the incoming message rule in the **Message rule name** text field and check the **Enable this incoming rule** option to activate it.

要添加一个新的规则配置域，单击添加邮件规则按钮。他们可以被删除或进一步使用“删除”和“编辑”按钮。在邮件规则名称文本提交传入邮件规则键入一个名称，选中“启用此传入规则选项来激活它。

General Settings

Message rule name: Spam

Enable this incoming rule

Matches

For incoming messages that match ANY of the conditions below

Subject Contains replica

Subject Contains casino

+ Add Condition

Actions

Perform the actions below:

Delete

+ Add Action

Further select if the messages filtered should match all or any of the defined criteria set below. You can add as many conditions as you wish by clicking the **Add Condition** button. Use the **Add Action** button to define the actions to be taken if an email message matches the specified criteria.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

进一步选择，如果邮件过滤匹配全部或任何定义的标准時。您可以通过点击“添加条件”按钮添加尽可能多的条件。使用添加动作按钮来定义如果电邮符合指定的条件将要采取的行动。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.4. Configuring the Message Appender / 配置信息追加工具

The **Manage Domains > Message Appender** page allows system administrators to create an appender that will be attached to all messages sent by the respective domains.

域管理 > 信息追加页允许系统管理员创建各域追加信息接所有邮件。

Configure Domain: **mycompany.com**

General Domain Aliases Message Filters **Message Appender** Account Defaults

Message Appender

Enable Message Appender for this domain

.... Append the following text to all messages sent from this domain:

My Company
contact@mycompany.com

That's it, I'm done

» Save Configuration

To have the text you want appended to all sent messages, check the **Enable Message Appender for this domain** option and edit the text in the available text box.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

如你想要把文字附加到所有已发送的邮件，请选启用邮件信息追加选项，并在文本框中编辑信息。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

2.5. Managing Account Defaults / 管理帐户默认值

The **Manage Accounts > Account Defaults** page defines default values for the parameters that will be automatically inherited by all new accounts and account classes, and can be explicitly set (overridden) in the advanced configuration of the respective account or account class.

The page gives access to three different sub-pages:

- General** - allowing system administrators to set running services to be inherited
- Quotas and Restrictions** - enabling admins to set certain limits for mailbox level, folder level, notification, password policy, etc.
- Message Filters** - allowing the creation of message rules

管理帐户>帐户默认页定义的参数将自动继承所有新的帐户和帐户类，可以显式设置（覆盖）在各自的帐户或帐户类的高级配置中的默认值。

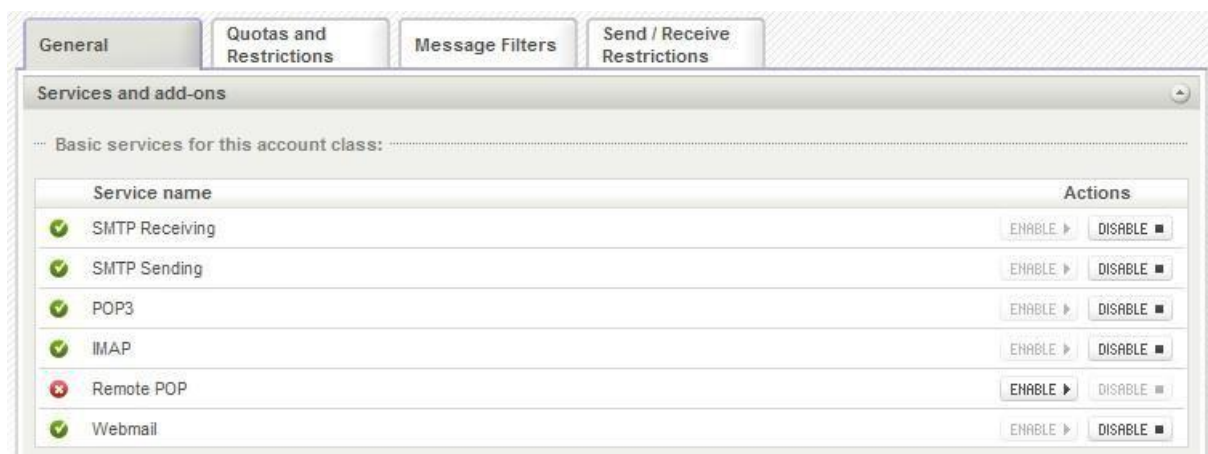
页面提供了三种不同的子页面的访问：

- 常规 - 允许系统管理员设置正在运行的被继承服务
- 配额和限制 - 使管理员能够设置某些信箱限制的水平，文件夹级别，通知，密码策略，等等。
- 邮件过滤器 - 允许创建邮件规则

2.5.1. Account Defaults General Parameters | 帐户默认参数

The **Account Defaults > General** subpage lists the currently enabled or disabled services at domain level. When such a service is stopped or started at domain level, the accounts within the specific domain will inherit this configuration.

默认帐户>通用的子页面列出了当前已启用或禁用的域级别服务。当这种服务在域级别被停止或启动，帐户内的特定域将继承此配置。



To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at domain level, only services affecting domain behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

使用该服务对应的相应按钮启用或禁用服务。请注意，在域级别中，只影响服务显示域名的行为- SMTP 接收，SMTP 发送，POP3，IMAP，远程 POP 和 WebMail。

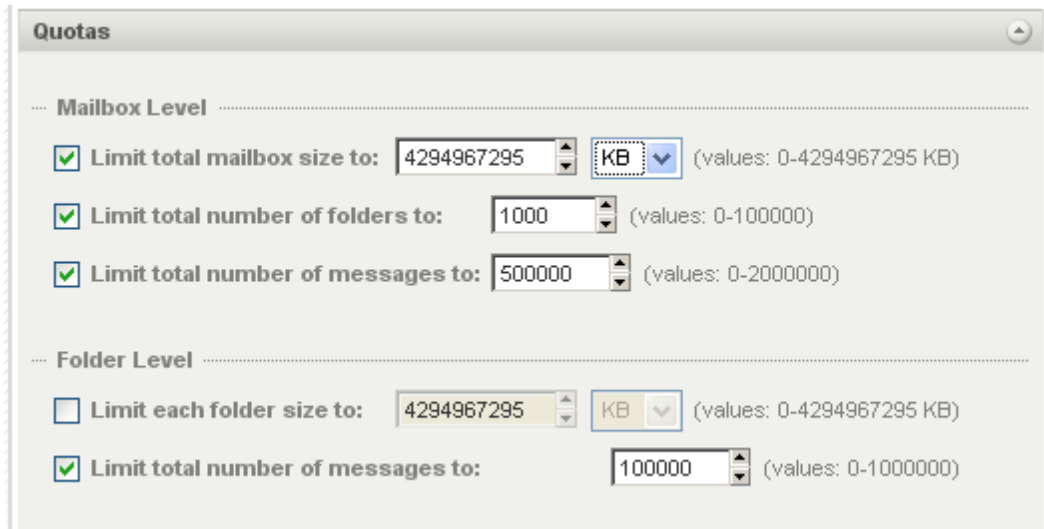
当您完成配置这些参数，记得打“**保存配置**”按钮，保存您所做的更改。

2.5.2. Configuring Account Quotas and Restrictions | 配置帐户的配额和限制

The **Quotas and Restrictions** subpage contains parameters relative to mailbox and folder level, notifications to be sent to account users and restrictions imposed at domain level for all created accounts.

配额和限制子页面所包含的参数与邮箱和文件夹级有关，通知被发送到所有创建在域级别的帐户的用户和限制。

Managing Account Quotas | 管理帐户配额



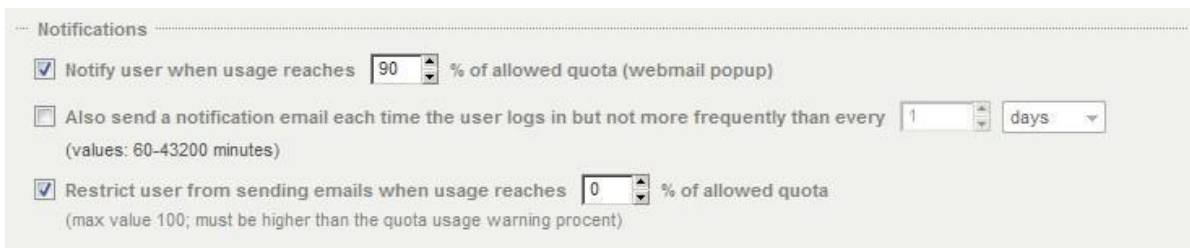
The screenshot shows the 'Quotas' configuration page. It is divided into two main sections: 'Mailbox Level' and 'Folder Level'.
Mailbox Level:
 Limit total mailbox size to: 4294967295 [KB] (values: 0-4294967295 KB)
 Limit total number of folders to: 1000 (values: 0-100000)
 Limit total number of messages to: 500000 (values: 0-2000000)
Folder Level:
 Limit each folder size to: 4294967295 [KB] (values: 0-4294967295 KB)
 Limit total number of messages to: 100000 (values: 0-1000000)

At mailbox level, the total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

At folder level, system administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folders** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

在邮箱级别中，邮箱大小，文件夹和消息的总数是可限制的，选择相应选项的邮箱，然后使用向上和向下箭头来调整的范围为所需的值。如果你想以 **KB**，**MB** 或 **GB** 计算总规模的限制，可使用下拉菜单选择。

在文件夹级别，系统管理员可以设置每个文件夹的大小和每份文件夹的邮件总数检查的文件夹的限制，使用向上和向下箭头来调整所需的值的限制。如果你想以 **KB**，**MB** 或 **GB** 计算文件夹的大小，可使用下拉菜单选择。



The screenshot shows the 'Notifications' configuration page.
 Notify user when usage reaches 90 % of allowed quota (webmail popup)
 Also send a notification email each time the user logs in but not more frequently than every 1 days (values: 60-43200 minutes)
 Restrict user from sending emails when usage reaches 0 % of allowed quota (max value 100; must be higher than the quota usage warning percent)

To have account users notified when they reach a certain level of their allowed quota through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked, the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days, check the respective drop-down menu.

当帐户的用户限额达到一定的水平时，通过访问 **Webmail** 界面弹出窗口显示來通知他们，在“通知”一节，并检查相应的选项，使用向上和向下箭头来增加或降低默认的配额比例。当这个选项被选中，您可以设置这些登录通知的频率，通知在每次用户登录時。检查相应的下拉菜单选择相应的值在几秒钟，几分钟，几小时或几天。

Configuring Restrictions | 配置限制

The screenshot shows a configuration interface for password policies and session restrictions. It is divided into three main sections: Password Policy, Password Expiration, and Sessions.

- Password Policy:**
 - Enable Password Policy enforcement
 - Password length must be between and characters (values: 1-32 / 16-128)
 - Password must include:
 - When changing the password, reject the last used one(s) (values: 0-8)
 - Allow the user to change the password
 - Require a minimum time interval of days between two consecutive password changes (values: 1-365)
- Password Expiration:**
 - Enable password expiration
 - Password expires in days from creation (values: 1-365) days
 - Notify user at each login, starting from days before the password expiration (values: 1-365) days
 - Also send
- Sessions:**
 - Max. number of POP3 sessions: (values: 0-16)
 - Max. number of IMAP sessions: (values: 0-255)
 - Max. number of Webmail sessions: (values: 1-1024)

Password Policy Enforcement | 密码策略实施

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

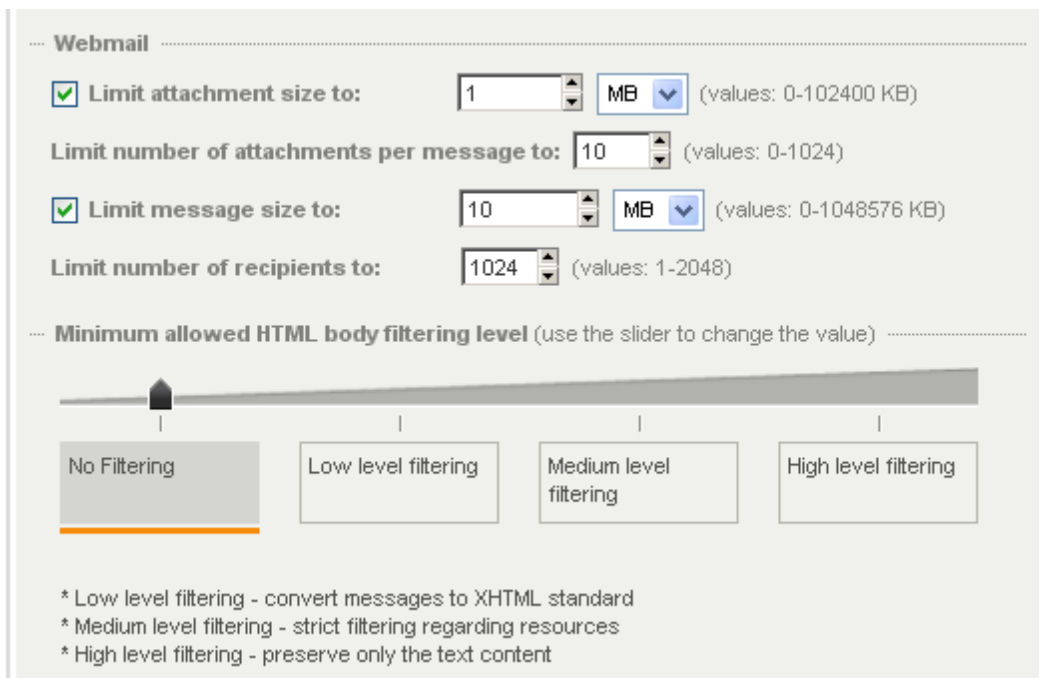
系统管理员创建一个帐户密码策略时可以定义自域强制执行。首先，他们可以设置每个密码的最小和最大的字符数，使用向上和向下箭头或直接编辑的文字栏位密码长度的参数。进一步他们可以选择密码必须包含下拉菜单，密码应包含英文字母，英文字母和数字或字母，数字和特殊字符。密码过期也可以在文本字段中定义。

Session restrictions | 会话限制

The number of POP3, IMAP and WebMail sessions can be limited for all accounts of a certain domain. To select the desired value, use the up and down arrows or directly edit the text fields pertaining to each type of session. POP3 and IMAP sessions take values from 1 to 16, while WebMail sessions take values from 1 to 2048.

POP3，IMAP 和 WebMail 会话的数量可以限制某个特定领域的所有帐户。要选择所需的值，请使用向上和向下箭头或直接编辑的文本字段有关每种类型的会话。POP3 和 IMAP 会话值从 1 到 16，而 Webmail 会话值从 1 到 2048。

WebMail Restrictions | WebMail 限制



--- Webmail ---

Limit attachment size to: (values: 0-102400 KB)

Limit number of attachments per message to: (values: 0-1024)

Limit message size to: (values: 0-1048576 KB)

Limit number of recipients to: (values: 1-2048)

--- **Minimum allowed HTML body filtering level** (use the slider to change the value) ---

No Filtering
 Low level filtering
 Medium level filtering
 High level filtering

* Low level filtering - convert messages to XHTML standard
 * Medium level filtering - strict filtering regarding resources
 * High level filtering - preserve only the text content

To limit the size of email message attachments, check the respective option in the **WebMail** section and use the up and down arrows to select the desired size. To have the size measured in KB, MB or GB, use the available drop-down menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received from any account using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so, use the up and down arrows to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrow to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for all domain accounts when connected via WebMail, use the available slider. The HTML filtering levels stand for the following:

- No Filtering
- Low level filtering - converts the message to standard XHTML
- Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.
- High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This fourth level is the strictest and may actually damage some formatting, but it is also the safest.

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 KB，MB 或 GB 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 **WebMail** 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的 **XHTML**
- 中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。
- 高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Message Sending Restrictions | 消息发送限制



--- Message Sending ---

Allow sending a maximum of messages (values: 0-100000)

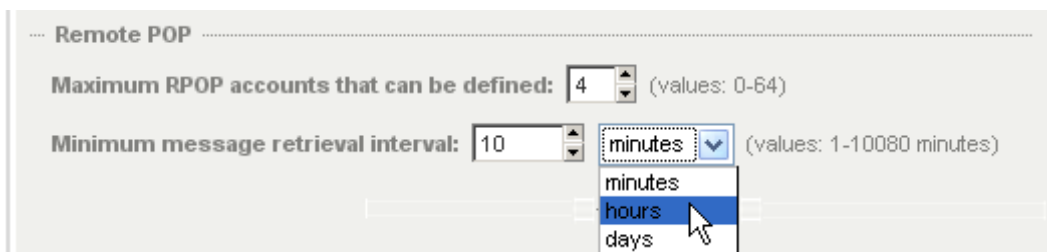
with a total size of in

(values: 0-1048576 KB / 0-360000 seconds)

Limits imposed to send messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have message size calculated in KB, GB or MB, use the respective dropdown menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours, using the corresponding dropdown menu.

限制发送的邮件给系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以 KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

Remote POP Restrictions | 远程 POP 限制



--- Remote POP ---

Maximum RPOP accounts that can be defined: (values: 0-64)

Minimum message retrieval interval:

minutes
hours
days

System administrators can limit the number of remote POP accounts defined by account users. To do so, use the up and down arrows to select the desired size or edit the corresponding text field. Additionally, you can specify a minimum interval between two email retrievals for each RPOP connection. Use the **Minimum message retrieval interval** drop-down menu to have it calculated in seconds, minutes or hours.

系统管理员可以限制远程 POP 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 RPOP 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

Temporary Email Addresses Restrictions | 临时电子邮件地址的限制



--- Temporary Email Addresses ---

Enable temporary email addresses

Max number of temporary email addresses: (values: 0-16)

Delete temporary email addresses after:

(values: 3600-31536000 seconds)

The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases). If the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 16 个临时电子邮件地址（化名）。如果限制设置为“0”，在 WebMail 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 10 分钟到 1 年的时间内创建一个临时的电子邮件地址自动删除。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

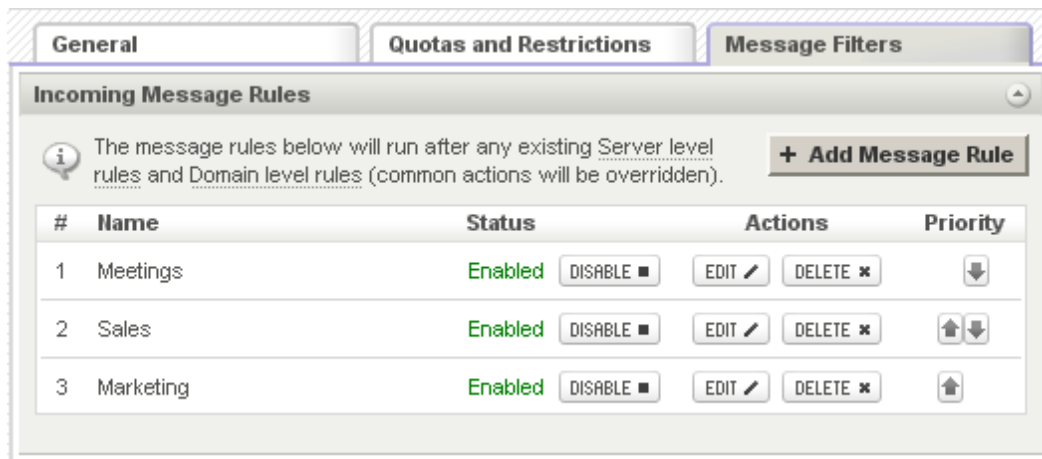
2.5.3. Managing Account Filters | 管理帐户过滤器

The **Manage Account Defaults > Message Filters** sub-page enables system administrators to create and manage incoming message rules at account level.

Important! Account level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

管理帐户默认设置>邮件过滤器的子页面，使系统管理员能够创建和管理收到的邮件规则在帐户级别。

重要！帐户的级别规则将运行在任何现有域级别的规则和服务器级别规则（共同的行动将被覆盖）。



When first accessing the sub-page, a list with the already defined rules is displayed. Each message rule can be deleted or further configured using the **Delete** and **Edit** buttons.

Each message rule has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. Priorities between message rules can be changed using the up and down arrows under the Priority section.

To add a new rule for all domain accounts, click the **Add Message Rule** button. Type a name for the incoming message rule, use the **Message rule name** and check the **Enable this incoming rule** option to activate it.

当第一次访问子页面會显示已经定义规则的列表。每封邮件规则可以使用“删除”和“编辑”按钮來删除或进一步配置。

每封邮件规则有一个启用/禁用状态显示和它旁边的启用/禁用按钮显示的状态相反的操作。使用向上和向下箭头，根据优先级部分，优先级之间的邮件规则是可以改变的。

要添加一个新的规则对于所有域帐户，单击“添加”邮件规则“按钮。输入传入邮件规则的名称，使用邮件规则的名称，并检查传入规则启用此选项来激活它。

General Settings

Message rule name:

Enable this incoming rule

Matches

For incoming messages that match

Actions

Perform the actions below:

Further select if the messages filtered should match all or any of the defined criteria set below. You can add as many conditions as you wish by clicking the **Add Condition** button. Use the **Add Action** button to define the actions to be taken if an email message matches the specified criteria.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

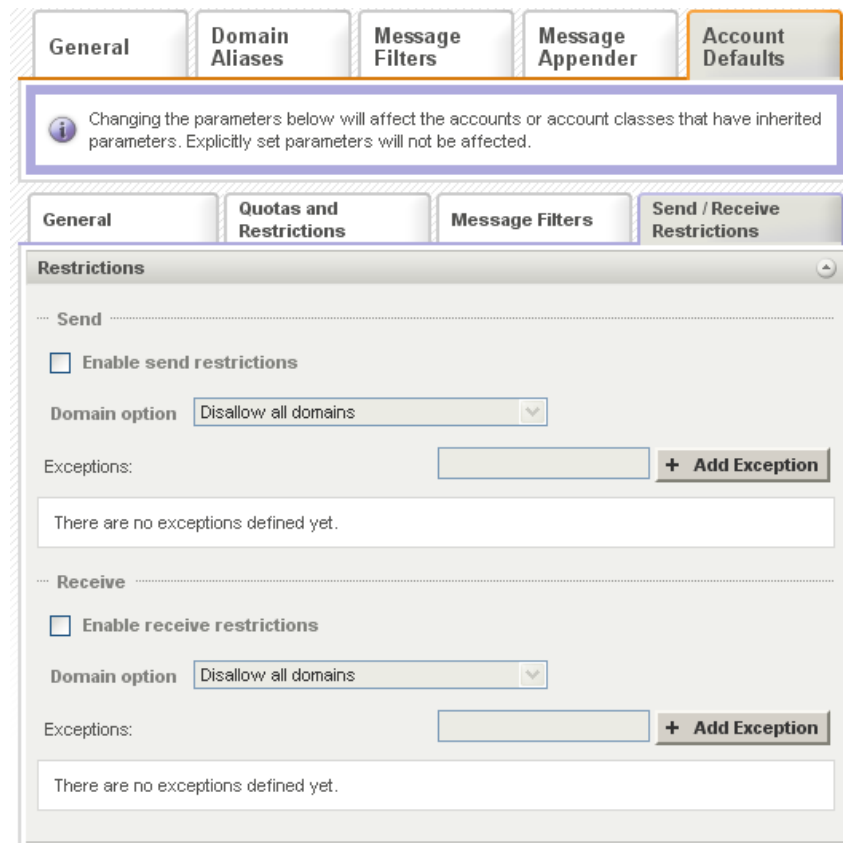
进一步选择，如果邮件过滤全部或任何定义的标准相匹配。您可以添加尽可能多的**条件**，如果电子邮件符合指定的条件，你想通过点击“添加条件”按钮。使用添加操作按钮来定义将要采取的**行动**。

当您完成配置这些参数，记得打“**保存配置**”按钮，保存您所做的更改。

2.5.4. Managing Originator/Recipient Restrictions per Account Defaults | 原始发件人 / 收件人限制每个帐户的默认设置管理

The **Manage Account Defaults > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

管理帐户默认设置>发送/接收限制子页面使系统管理员能够定义并启用或禁用限制，可以限制域和子域的邮件发送或接收的发送和接收。此外，他们还可以创建有限，可以或不能发送/接收电子邮件的收件人和发件人列表。



Changing the parameters below will affect the accounts or account classes that have inherited parameters. Explicitly set parameters will not be affected.

Restrictions

Send

Enable send restrictions

Domain option: Disallow all domains

Exceptions: + Add Exception

There are no exceptions defined yet.

Receive

Enable receive restrictions

Domain option: Disallow all domains

Exceptions: + Add Exception

There are no exceptions defined yet.

The administrator defines the following options:

- Enable/Disable sending restrictions
 - Allow sending only to the same domain
 - Allow sending to subdomains
 - Allow only recipients /Disallow recipients
- Enable/Disable receiving restrictions
 - Allow receiving only from the same domain
 - Allow receiving from subdomains
 - Allow only originators /Disallow originators

Restrictions apply for messages sent from:

- WebMail: An NDR will be returned if the destination address is not allowed.
- SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.
- Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理员定义了以下选项：

- 启用/禁用发送限制
 - 允许只发送到同一个域
 - 允许发送的子域
 - 允许只有收件人/不允许收件人
- 启用/禁用接收限制
 - 只允许接收来自同一个域
 - 允许接收来自子域
 - 只允许原创/禁止原创

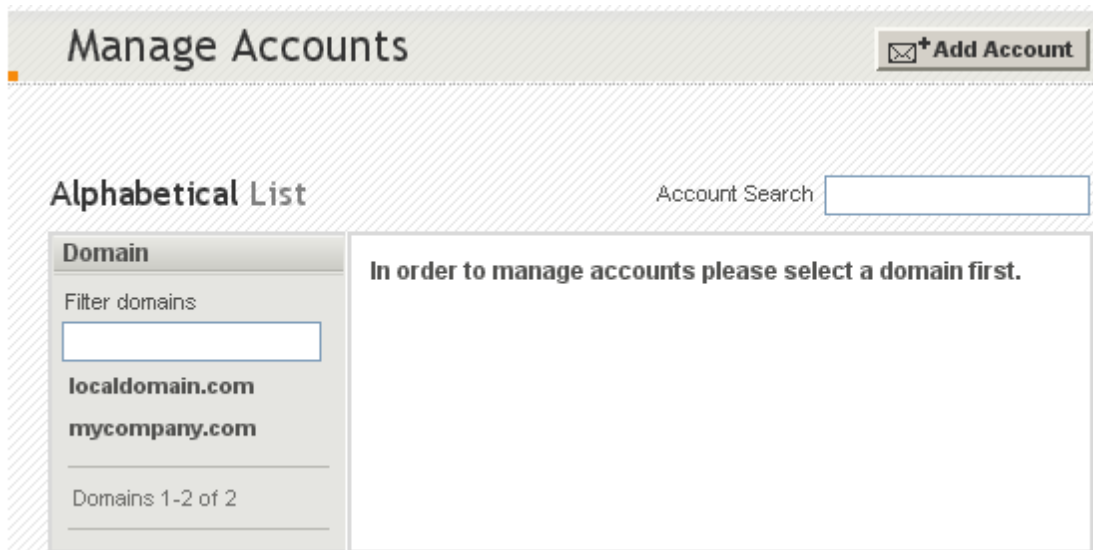
限制适用于发送的消息：

- 企业邮局：如果目的地址是不允许，NDR 将被退回。
- SMTP / Outlook 连接器：如果匹配，RCPT TO 命令将产生一个永久性的错误。
- Sendmail 的包装：如果目的地址是不允许，NDR 将被退回。

3. Manage Accounts Tab | “管理帐户” 选项页

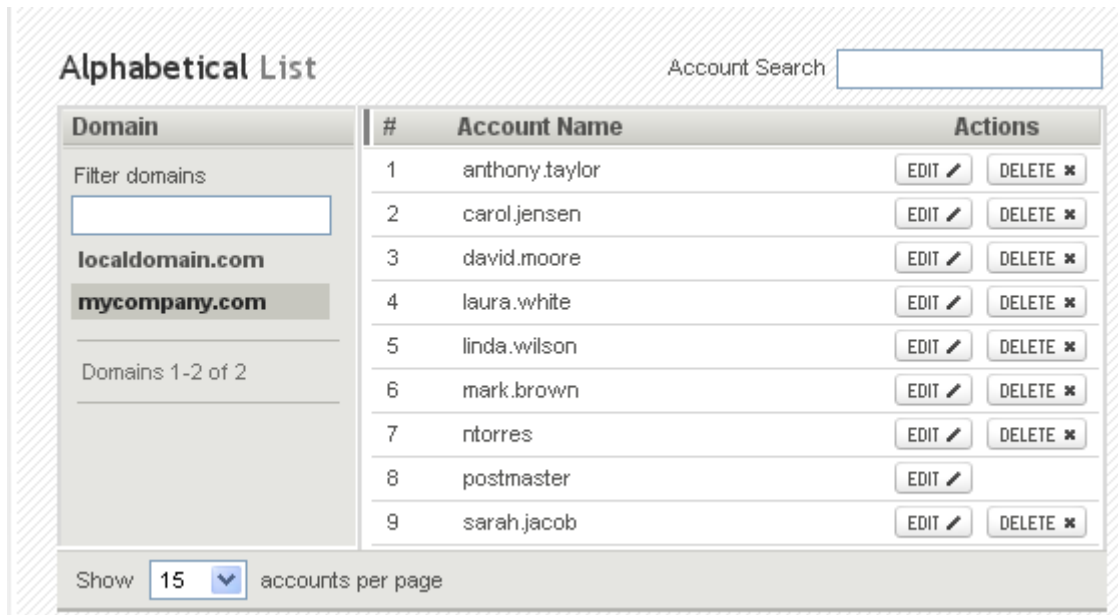
When first accessing the **Manage Accounts** tab a list of existing domains is displayed. To be able to manage the accounts first select one of the existing domains.

当第一次访问“管理帐户”选项卡時將會以列表显示现有的域。为了能够管理帐户，选择一个现有的域。



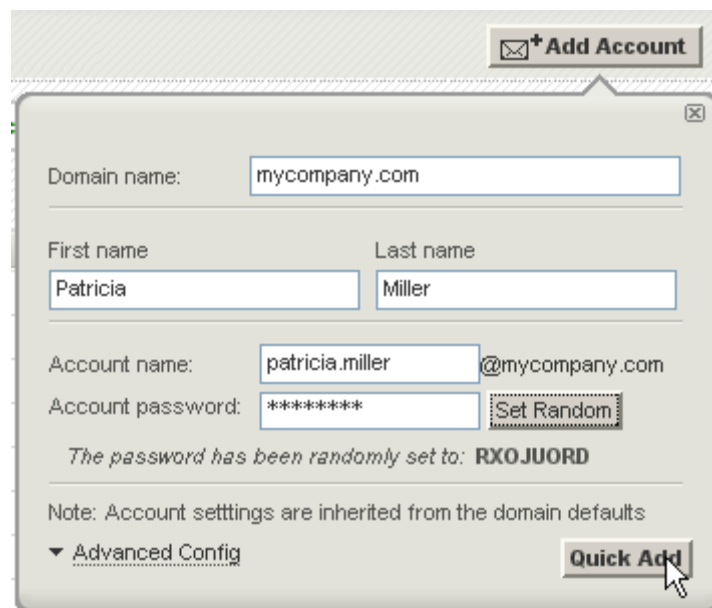
After selecting a certain domain, the list of previously created accounts is displayed. To run a search for a specific account, use the **Account Search** field.

选择某个域后，先前创建的帐户列表會被显示出来。要运行搜索一个特定的帐户使用**帐户搜索**字段。



To edit an existing account, use its corresponding **Edit** button, to delete it hit the **Delete** button. In order to create a new account, hit the **Add Account** button.

要编辑一个现有的帐户，请使用其相应的“编辑”按钮，要删除单击删除按钮。为了创建一个新的帐户，打“添加帐户”按钮。



The domain you are creating the account in is displayed in the **Domain name** field if you have already selected a certain domain. If you press the **Add Account** button prior to the domain selection you will have to type the desired domain. Specify a name for the account you are creating in the **Account Name** text field. Type a password of choice in the **Account password** text field or click the **Set Random** button to select a random password combination. When using this button, the randomly assigned password is displayed under it.

If you are done configuring the account hit the **Quick Add** button. Alternatively, should you prefer to further fine tune it click the **Advanced Config** link. This link and the **Edit** button of already configured

link gives access to four configuration pages, **General, Quotas and Restrictions, WebMail Options and Message Filters.**

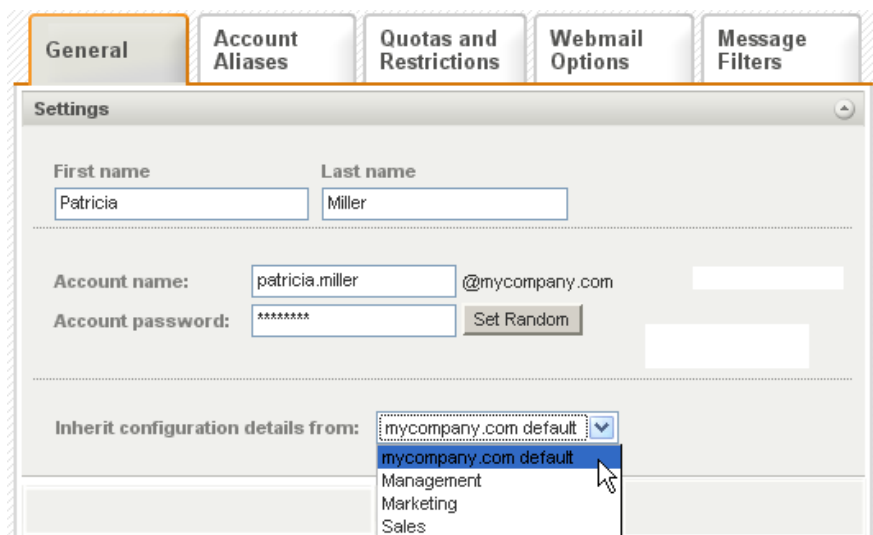
您正在创建的帐户在域名领域中显示的域名，如果你已经选择了某个特定领域。按域选择“**添加帐户**”按钮之前，你必须键入所需的域名。对正在创建的帐户，在帐户名文本字段指定一个名称。帐户密码文本字段中键入密码的选择或随机单击“**设置**”按钮，选择一个随机的密码组合。使用此按钮时随机分配的密码显示在它之下。

如果您已配置好帐户可按“**快速添加**”按钮。或者，如果您喜欢，请点击“**高级设置**”链接，以进一步微调。已经配置提供了链接和“**编辑**”按钮进入 4 個配置页面、常规、配额和限制，**WebMail** 选项和消息过滤器。

3.1. Accounts General Page / 帐户常规页

The **Manage Accounts >General** page allows system administrators to configure basic account settings such as the account name, password and also displays general information regarding the account in question.

管理帐户>常规页允许系统管理员配置基本设置，如帐户名，密码，同时还显示一般信息与帐户相关的问题。



The screenshot shows a web interface for managing accounts. At the top, there are five tabs: **General** (selected), **Account Aliases**, **Quotas and Restrictions**, **Webmail Options**, and **Message Filters**. Below the tabs is a **Settings** section. It contains several input fields and a dropdown menu. The **First name** field contains 'Patricia' and the **Last name** field contains 'Miller'. The **Account name** field contains 'patricia.miller' followed by '@mycompany.com'. The **Account password** field contains '*****' and there is a **Set Random** button next to it. Below these fields is an **Inherit configuration details from:** dropdown menu. The dropdown is open, showing a list of options: 'mycompany.com default' (selected), 'Management', 'Marketing', and 'Sales'.

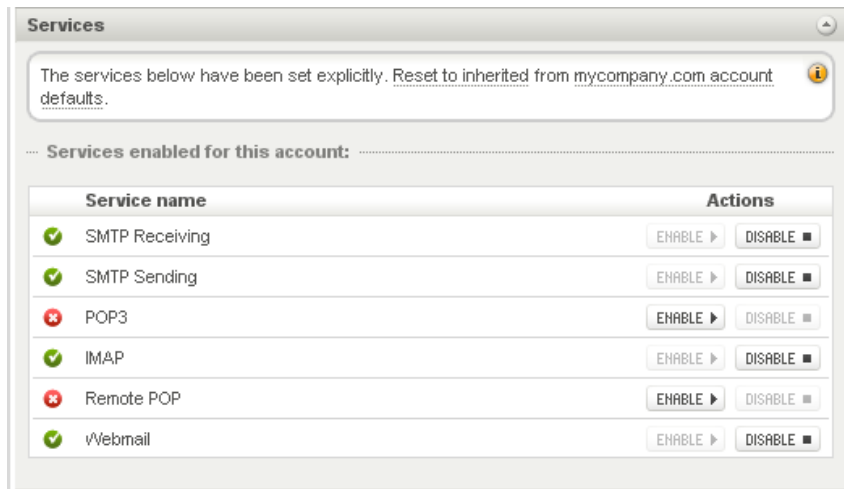
Use the **First name** and **Last name** text fields to modify the name of the person the account is created for. The account name can also be edited in its respective text field.

To change an account's password, either type another one in the **Account password** text field or click the **Set Random** button to select a random password combination. When using this button the password randomly assigned is displayed under it.

To select whether the default settings established at domain level should be inherited by the account you are currently managing or if the account should be associated with an already defined account class use the **Inherit configuration details** drop down menu.

使用名字和姓氏的文本字段修改创建的帐户名称。该帐户名称，也可以在其各自的文本字段编辑。要更改帐户的密码，键入帐户密码文本字段或随机单击设置按钮，选择一个随机的密码组合。使用此按钮时随机分配的密码显示在它之下。

要选择域级别的默认设置是否应被继承您目前管理的帐户，或如果该帐户应与已定义的帐户类使用继承配置的详细信息下拉菜单。



The services section displays the list of account services and their current status. To enable or disable a service, use the respective buttons corresponding to that service's name. Please note that at account level only services affecting account behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

服务頁中显示账户服务和它们当前的状态。要启用或禁用服务，使用该服务的名称，对应的相应按钮。请注意，在帐户级别只服务帐号的行为显示 - SMTP 接收，SMTP 发送，POP3，IMAP，远程 POP 和 WebMail。



The **Info** section of the account displays details referring to the creation date of the account, used quota and time, date and IP coordinates of the last logins to the respective accounts through IMAP, POP3 and WebMail.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

在帐户信息部分显示使用帐户的配额创建日期和时间，日期和 IMAP，POP3 和 WebMail 各自的帐户，通过最后登录 IP 坐标的详细信息。

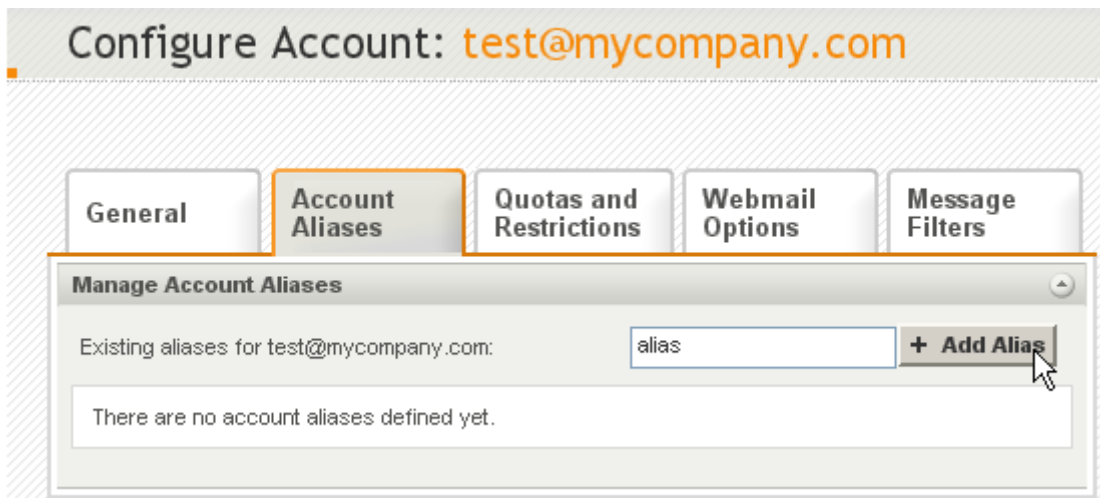
当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.2. Account Aliases / 帐户别名

The **Manage Accounts > Account Aliases** page allows system administrators to create a list of aliases for a certain user account.

管理帐户 > 帐户别名页面允许系统管理员创建一个特定用户帐户的别名的列表。

Account Aliases Management | 帐户别名管理



An **account alias** is a secondary account pointing to the account you are editing. For example, if you are currently editing the account `test@mycompany.com` previously created and you add `alias@mycompany.com` as an alias, all emails sent to `alias@mycompany.com` will be delivered to test@mycompany.com.

帐户别名是指向您正在编辑的帐户的次要账户。例如，如果您正在编辑先前创建的帐户 `test@mycompany.com`，作为一个别名你添加 `alias@mycompany.com`，发送到 `alias@mycompany.com`，所有邮件将被传递到 `test@mycompany.com`。

Each of the previously defined account aliases can be edited in the text field or deleted using their corresponding **Delete** buttons. To add a new alias, type its name in the upper right corner text field and hit the **Add Alias** button.

每一个先前定义的帐户别名可以编辑的文本提交或删除其相应的删除按钮。要添加一个新的别名，在右上角的文本字段中键入它的名称和打“添加别名”按钮。

#	Address	Actions
1	<input type="text" value="alias"/>	<input type="button" value="DELETE ✕"/>
2	<input type="text" value="test_account"/>	<input type="button" value="DELETE ✕"/>

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.3. Configuring Quotas and Restrictions / 配置配額和限制

The **Manage Accounts > Quotas and Restrictions** page contains parameters relative to mailbox and folder level, notifications to be sent to account users and restrictions imposed to the account being edited.

管理帳戶>配額和限制包含郵箱和文件夾的參數，編輯施加限制到帳戶和發送通知到用戶。

Managing Account Quotas | 管理帳戶配額

At mailbox level, the total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

At folder level, system administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folders** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

在郵箱中，郵箱大小，文件夾和消息的總數是可選擇相應的郵箱區域選項來限制，然後使用向上和向下箭頭來調整的範圍為所需的值。如果你想以 **KB**，**MB** 或 **GB** 計算可使用下拉菜單選擇總規模的限制。

在文件夾中，系統管理員可以設置每個文件夾的大小和每份文件夾郵件總數的限制，按相關文件夾部分中的各個選項，使用向上和向下箭頭來調整所需的值的限制。對於文件夾的大小限制，使用下拉菜單選擇，如果你想 **KB**，**MB** 或 **GB** 計算。

Notifications

Notify user when usage reaches % of allowed quota (webmail popup)

Also send a notification email each time the user logs in but not more frequently than every days

(values: 60-43200 minutes)

Restrict user from sending emails when usage reaches % of allowed quota

(max value 100; must be higher than the quota usage warning percent)

To have account users notified when they reach a certain level of their allowed quota through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked, the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days, check the respective drop-down menu.

要用戶訪問 **Webmail** 界面並當他們達到一定的水平配額時彈出一個限額通知，可按通知部分中的相應選項，並使用向上和向下箭頭來增加或減少的默認百分比。當這個選項被選中，在每次用戶登錄也將被通知。您可以使用向上和向下箭頭，以本附加選項對應的頻率設定這些登錄的通知。按相應的下拉菜單選擇相應計算在幾秒鐘，幾分鐘，幾小時或幾天的值。

--- Password policy ---

Enable Password Policy enforcement

Password length must be between and characters (values: 1-32 / 16-128)

Password must include:

When changing the password, reject the last used one(s) (values: 0-8)

Allow the user to change the password

Require a minimum time interval of days between two consecutive password changes (values: 1-365)

--- Password Expiration ---

Enable password expiration

Password expires in days from creation (values: 1-365) days

Notify user at each login, starting from days before the password expiration (values: 1-365) days

Also send

--- Sessions ---

Max. number of POP3 sessions: (values: 0-16)

Max. number of IMAP sessions: (values: 0-255)

Max. number of Webmail sessions: (values: 1-1024)

Password Policy Enforcement | 密码策略实施

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

系统管理员可以定义各域创建一个帐户时强制执行密码策略。首先，他们可以设置每个密码的最小和最大的字符数，使用向上和向下箭头或直接编辑的文本栏位密码长度的参数。他们可以在下拉菜单进一步选择密码应必须包含，如果密码应包含英文字母，英文字母和数字或字母，数字和特殊字符。密码过期也可以在文本字段中定义的。

Session restrictions | 会话限制

The number of POP3, IMAP and WebMail sessions can be limited for the respective account. To do so select the desired value, use the up and down arrows or directly edit the text fields pertaining to each type of session. POP3 and IMAP sessions take values from 1 to 16, while WebMail sessions take values from 1 to 2048.

POP3，IMAP 和 WebMail 会话的数量可以被限制为各账户。要做到这一点，选择所需的值，请使用向上和向下箭头或直接编辑的文本字段有关每种类型的会话。POP3 和 IMAP 会话值从 1 到 16，而 Webmail 会话值从 1 到 2048。

The screenshot shows the 'Webmail' configuration section. It includes four main settings:

- Limit attachment size to:** A checked checkbox, a text field with '1', a dropdown menu set to 'MB', and a note '(values: 0-102400 KB)'. An information icon is on the right.
- Limit number of attachments per message to:** A text field with '10' and a note '(values: 0-1024)'. An information icon is on the right.
- Limit message size to:** A checked checkbox, a text field with '10', a dropdown menu set to 'MB', and a note '(values: 0-1048576 KB)'. An information icon is on the right.
- Limit number of recipients to:** A text field with '1024' and a note '(values: 1-2048)'. An information icon is on the right.

Below these is the **Minimum allowed HTML body filtering level** section, which features a horizontal slider and four buttons: 'No Filtering', 'Low level filtering', 'Medium level filtering', and 'High level filtering'. The slider is currently positioned at the 'No Filtering' level.

To limit the size of email message attachments, check the respective option in the **WebMail** section and use the up and down arrow to select the desired size. To have the size measured in KB, MB or GB use the available drop-down menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so either use the up and down arrows to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrows to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for this specific account when connected via WebMail use the available slider. The HTML filtering levels stand for the following:

- No Filtering
- Low level filtering - converts the message to standard XHTML
- Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.
- High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

要设置所有通过 WebMail 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 **KB**，**MB** 或 **GB** 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向

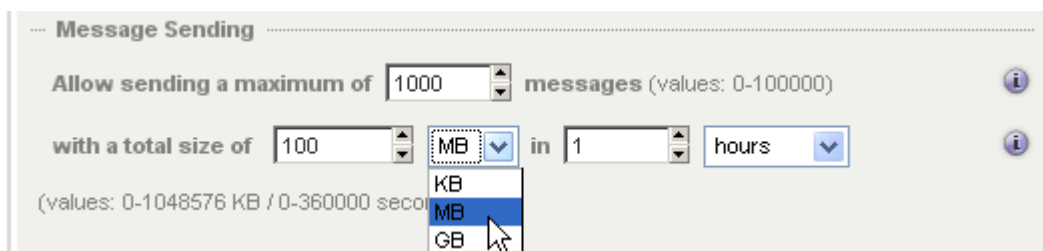
上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 WebMail 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 WebMail 域连接的帐户的 HTML 正文过滤级别，使用可用滑杆。HTML 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的XHTML
- 中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 java 脚本，样式等。
- 高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

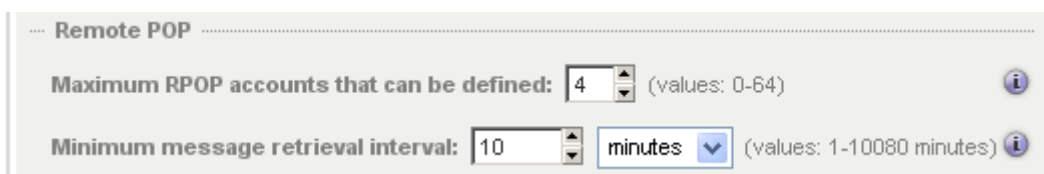
Message Sending Restrictions | 信息发送限制



Limits imposed to sent messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have the message size calculated in KB, GB or MB use the respective drop-down menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours using the corresponding drop-down menu.

限制发送的邮件给系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以 KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

Remote POP Restrictions | 远程 POP 限制



System administrators can limit the number of remote POP accounts defined by a certain user. To do so, use the up and down arrows to select the desired size or edit the corresponding text field. Additionally, a minimum interval between two email retrievals for each RPOP connection can be specified. Use the **Minimum message retrieval interval** drop-down menu to have it calculated in seconds, minutes or hours.

系统管理员可以限制远程 POP 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 RPOP 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

Temporary Email Addresses Restrictions | 临时电子邮件地址的限制



--- Temporary Email Addresses ---

Enable temporary email addresses

Max number of temporary email addresses: (values: 0-16)




Delete temporary email addresses after: (values: 3600-31536000 seconds)




The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases), if the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 16 个临时电子邮件地址（化名）。如果限制设置为“0”，在 WebMail 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 10 分钟到 1 年的时间内创建一个临时的电子邮件地址自动删除。

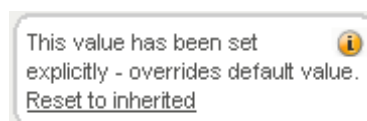
当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

Parameter inheritance | 参数继承

Parameters or parameter groups that are inherited from the domain's account defaults are automatically marked with the  icon, while the ones inherited from an account class are marked with the  icon. When explicitly setting the value of an inherited parameter it will be marked with the  icon. Moreover, any further changes at parent level (domain's account defaults or account class) will only affect inherited parameters, while explicitly set ones will keep their value. You can, at any time, revert the explicit parameters to their inherited value, by clicking the 'Inherit' link related to the explicitly set parameter (orange) icon.

参数或参数组都继承自域的帐户被默认自动标记  图标，而那些帐户类继承标有  图标。当显式设置 继承的参数值，它会被标记  图标。此外，任何进一步的修改在父级（域帐户的默认设置或帐户

类），只会影响继承的参数，显式设置的，而将保持其价值。您可以在任何时间，明确的参数恢复其继承的值，点击“继承”链接显式设置的参数（橙色）图标。



When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

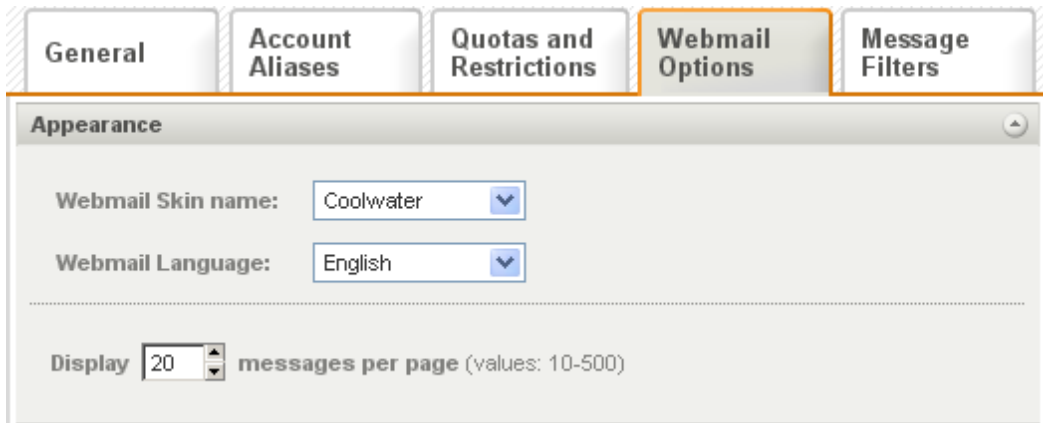
当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

3.4. Account WebMail Options | WebMail 帐户的选项

The **Manage Accounts > WebMail Options** page allows you to configure an account's appearance, preferences, contact details and signature. These options can also be set by each account user from the WebMail Interface.

管理帐户 > **WebMail** 选项页面允许您配置帐户的外观，喜好，联系方式和签名。这些选项也可以通过 Webmail 界面，每个帐户的用户设置。

Appearance Options | 外观选项



The screenshot shows a web interface for configuring WebMail options. At the top, there are five tabs: 'General', 'Account Aliases', 'Quotas and Restrictions', 'Webmail Options' (which is highlighted with an orange border), and 'Message Filters'. Below the tabs is a section titled 'Appearance'. This section contains three settings: 'Webmail Skin name' with a dropdown menu set to 'Coolwater', 'Webmail Language' with a dropdown menu set to 'English', and 'Display' with a numeric input field set to '20' and a label 'messages per page (values: 10-500)'.

Use the **WebMail Skin** name drop down menu to select the WebMail skin that should be used for this account. To configure the WebMail language settings for the respective account, use the **WebMail Language** dropdown menu. The available options are English, German, Romanian, Spanish, Portuguese, Italian, Dutch, Swedish, Norwegian, Polish, Russian, Czech, Greek, Chinese and Persian. The default selected language is English.

You can specify the number of messages to be displayed on a WebMail page for the currently edited mailbox using the **Display...messages per page** dropdown menu.

使用 **webmail** 皮肤名称下拉菜单中选择此帐户应使用的 **WebMail** 皮肤。配置 **WebMail** 语言设置为各自的帐户，请使用 **WebMail** 语言下拉菜单。可用的选项有英语，德语，罗马尼亚语，西班牙语，葡萄牙语，意大利语，荷兰语，瑞典语，挪威语，波兰语，俄语，捷克，希腊，中国和波斯。选择默认的语言是英语。

您可以使用下拉菜单中的每页显示消息指定当前编辑的 **WebMail** 页面上要显示的消息数。

Account Preferences | 帳戶首选项

Preferences

Ask for confirmation on email deletion

Ask for confirmation on empty folder

Move deleted emails to *Trash*

Hide deleted messages

Save a copy of sent emails in *Sent*

Automatically check for new emails every 3 (values: 1 - 1440 minutes)

Display notification when new email arrives

HTML Body Filtering Level (use the slider to change the value)

Slider: [No Filtering | Low level filtering | Medium level filtering | High level filtering]

* Low level filtering - convert messages to XHTML standard
* Medium level filtering - strict filtering regarding resources
* High level filtering - preserve only the text content

You can have a confirmation requested before deleting a message via WebMail from the currently edited account by checking the **Ask for confirmation on email deletion** option.

Check the **Ask for confirmation on empty folder** option to request a confirmation on emptying a folder in WebMail for the currently edited account.

To have messages deleted through the WebMail interface sent to Trash check the **Move deleted emails to *Trash*** option. If left unchecked messages will be permanently deleted.

Allow the WebMail interface to check for new emails automatically for the configured account by checking the **Automatically check for new emails** option. Use the available text field or its up and down arrows to define the time frame and the dropdown menu to have the period measured in minutes, hours or days. Check the **Display notification when new email arrives** option so the user receives a pop-up warning when a new email arrives.

To set the **HTML Body Filtering Level** for this specific account when connected via WebMail use the available slider. The HTML filtering levels stand for the following:

从当前编辑的帐户按确认电子邮件删除选项可以在 **WebMail** 删除邮件時要求确认。

按要求确认清空文件夹选项可以在 **WebMail** 清空文件夹時要求确认。

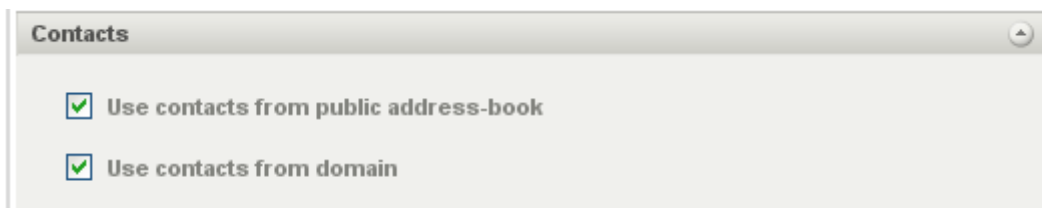
要通过 **Webmail** 界面删除邮件到回收站可按已删除的邮件移动到废纸箱选项，沒有查看的信息也将被永久删除。

允许 **Webmail** 界面，检查是否有新的电子邮件配置的帐户，通过自动检查，自动检查新邮件“选项。使用可用的文本字段或向上和向下箭头来定义时间框架，并在下拉菜单中，有以分钟，小时或天计测。检查新邮件到达时显示通知选项，这样当新邮件到达时，用户会收到一个弹出的警告。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的 XHTML
- 中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。
- 高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Contacts Settings | 联系人设置



System administrators can select which contacts to be used for the account they are currently editing. They can either use contacts from the public address-book and/or employ domain contacts. To do so please choose from (or both) available options: **Use contacts from public address-book** and **Use contacts from domain**.

系统管理员可以目前正在编辑的帐户选择将用那个联系人。他们可以使用公共地址簿和/或采用域名联系人的联系。要做到这一点，请选择（或两者）可用的选项：使用从域的公共地址簿和使用联系人域。

Defining a Signature | 定义签名

Message Signature

.... Append the following text to all messages sent from this account

That's it, I'm done

» Save Configuration

To have a signature defined for all messages sent from the configured account via WebMail type it in the **Message Signature** text field. The text you define will then be appended to all outgoing email sent from the WebMail interface.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

要定义帐户所有邮件签名可在 WebMail 中的消息签名文本字段中配置。你定义的文本将从 Webmail 界面被追加发送给所有待发邮件。

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

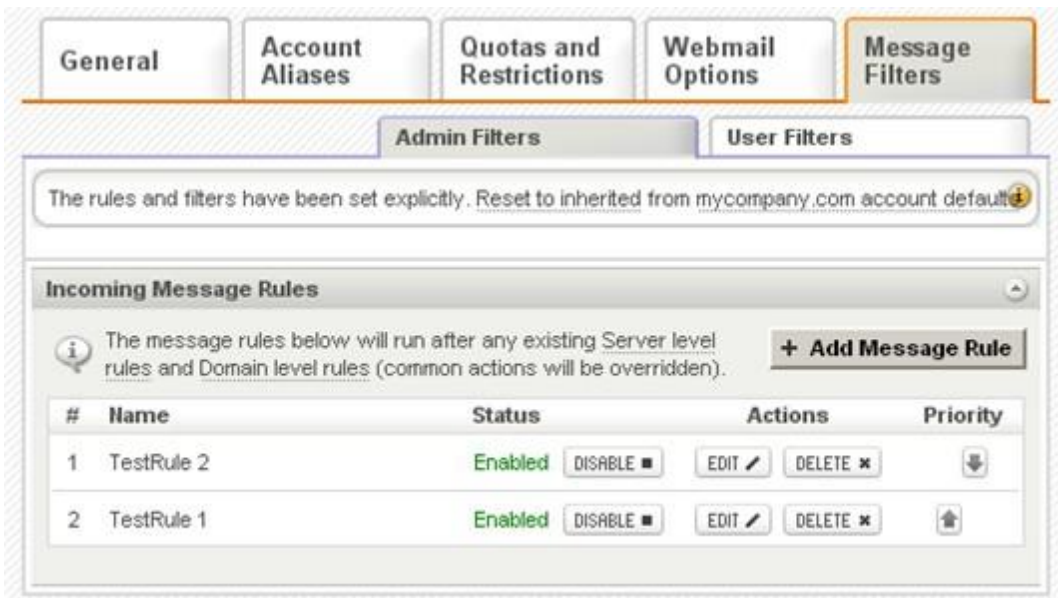
3.5. Managing Message Filters | 管理邮件过滤器

The **Manage Domains > Message Filters** page enables system administrators to configure a set of rules to be applied to messages received by specific accounts, as well as to view and change any of the similar rules created by the users themselves. The page gives access to other 2 sub-pages:

- Admin Filters** - containing the parameters relative to incoming message rules and filters.
- User Filters** - containing the parameters relative to incoming message rules and filters set by users in WebMail > Settings > Filters page.

管理域>邮件过滤器页面可让系统管理员配置特定账户所收到的消息，以及查看和更改任何由用户自己创建的类似规则。该页面提供了访问其他子页面：

- 管理员过滤器 - 含参数相对传入邮件规则和过滤器。
- 用户过滤器 - 含有传入邮件规则和过滤器由用户在 **WebMail>设置>过滤** 页面设置的相对参数。



3.5.1. Admin Filters | 管理员筛选

The **Message Filters > Admin Filters** sub-page enables system administrators to configure incoming message rules and filters for specific user accounts.

Important:

- The Rules and Filters configured in this page replace the ones inherited from account defaults.
- For a direct access to the account defaults parameters, click on the underlined **account defaults** option available right under the **Admin Filters** sub-page name.

邮件过滤器>管理员筛选子页面，使系统管理员能够配置传入特定用户帐户的邮件规则和过滤器。
重要提示：

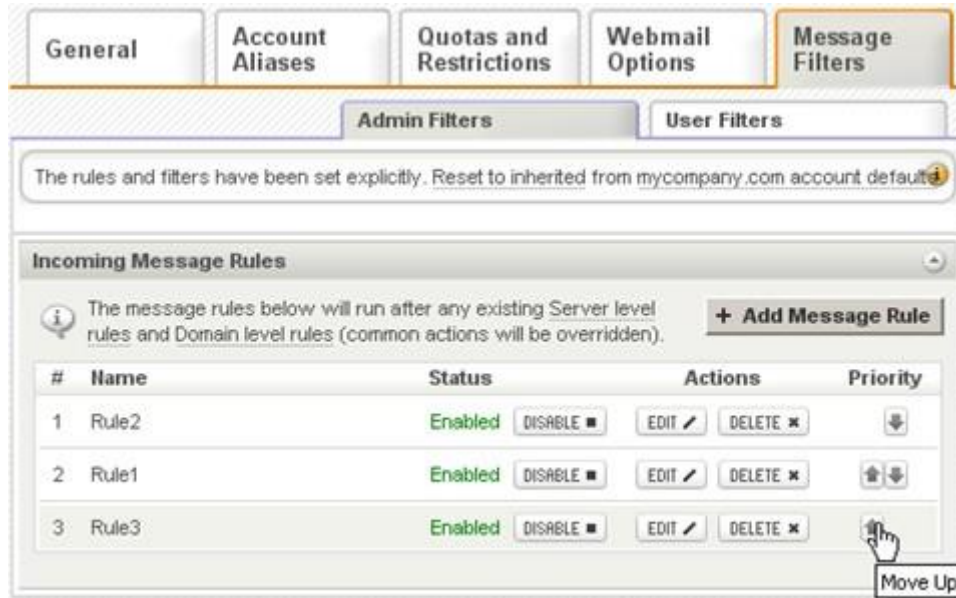
- 在此页中配置的规则和过滤器會取代帐户默认继承的配置。

- 对于直接访问的帐户默认参数，点击带下划线的帐户默认选项，选项可以根据管理员的过滤器子页面名称。

Incoming Message Rules | 接收邮件规则

Important! When first accessing this tab to be able to add filters for this account click the **Define explicit** link.

重要！当第一次访问这个标签能够此帐户中添加过滤器，单击“定义明确的链接”。



To configure a new message rule, hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, **New Message Rule**. Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply, use their corresponding up and down arrows available under the Priority section.

Important:

- All message rules available in this section will run after any existing Server Level Rules and Domain Level Rules (common actions will be overridden)

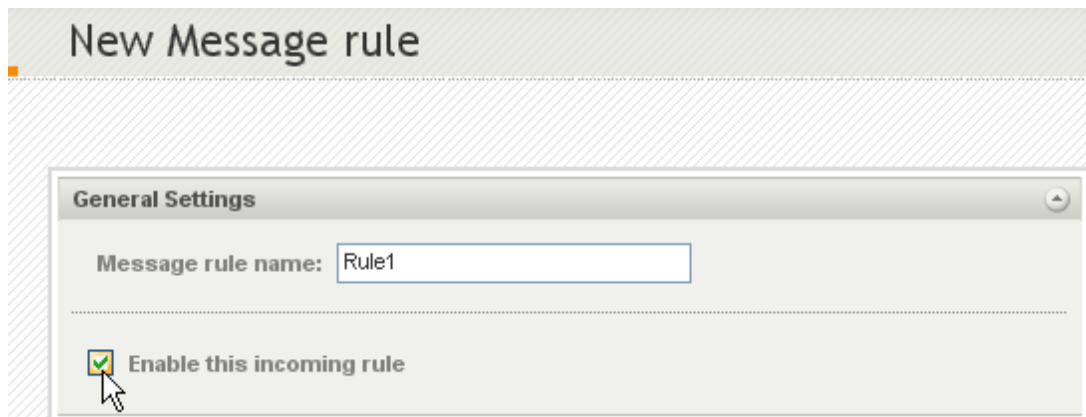
要配置一个新的消息规则，打“添加邮件规则”按钮，然后填写在新的子页面，新建邮件规则的具体参数。每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用“删除”和“编辑”按钮配置。

设置顺序定义的规则应适用，使用其相应的向下箭头可根据优先级部分。

重要提示：

- 本节中提供的所有邮件规则将运行任何现有的服务器级的规则和域级别规则后（共同行动将被覆盖）

General Settings for the New Message Rule | 设置新邮件规则常规



New Message rule

General Settings

Message rule name: Rule1

Enable this incoming rule

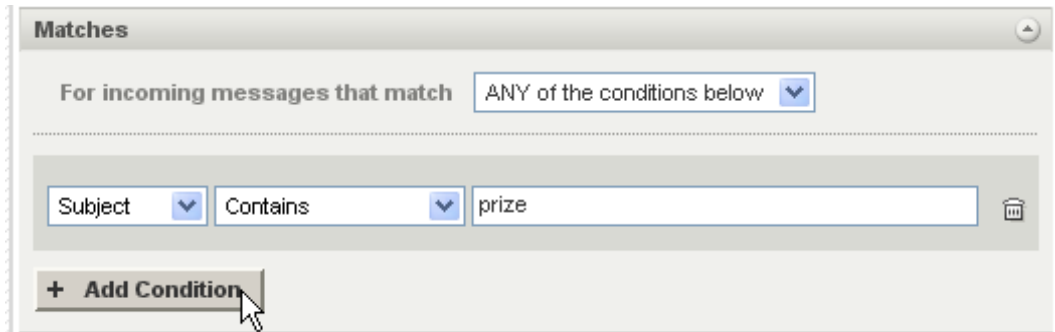
Use the text box under General Settings in order to specify the name of the new rule then enable the new rule by checking the box in front of the option called **Enable this incoming rule**.

使用“常规设置”下的文本框中以指定名称的新规则，然后启用新的规则传入规则启用此选项，称为启用此传入规则。

New Message Rule Conditions | 新邮件规则条件

In the Matches section, first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages from 'abc@domain.com').

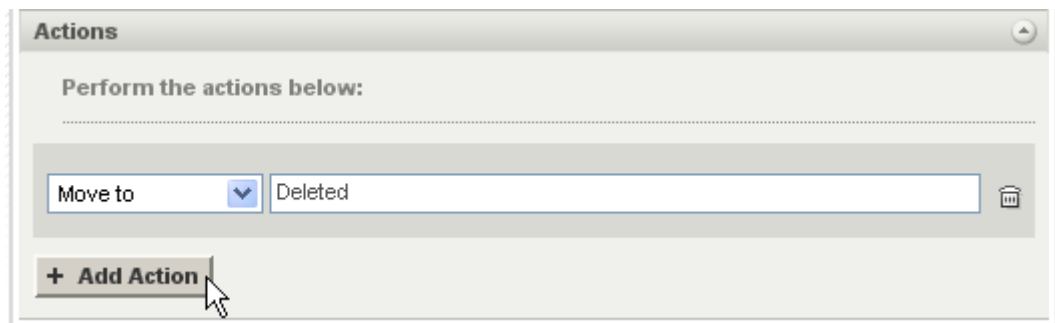
在“匹配”部分中，首先决定传入的消息，而您想要的规则适用。接下来选择您想要套用到那些消息的条件（例如，消息从'abc@domain.com'）。



Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option, accessible by clicking on Custom. To delete one of the newly-added criteria hit its corresponding trash-bin shaped like button.

使用下拉菜单中选择新的类型。可用的选项包括设置条件相对的主题，发件人，接收器，抄送，收件人或抄送，邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶按钮。

New Message Rule Actions | 新邮件规则操作



By editing the Actions section, you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

To add a new action, click on the **Add Action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped like button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址等。

要添加一个新的动作，点击“添加动作按钮”，然后填写相应的细节在新显示的菜单。要删除动作打右手边的垃圾桶。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

3.5.2. User Filters | 用户过滤器

The **Message Filters > User Filters** sub-page enables system administrators to configure incoming message rules and filters for specific user accounts.

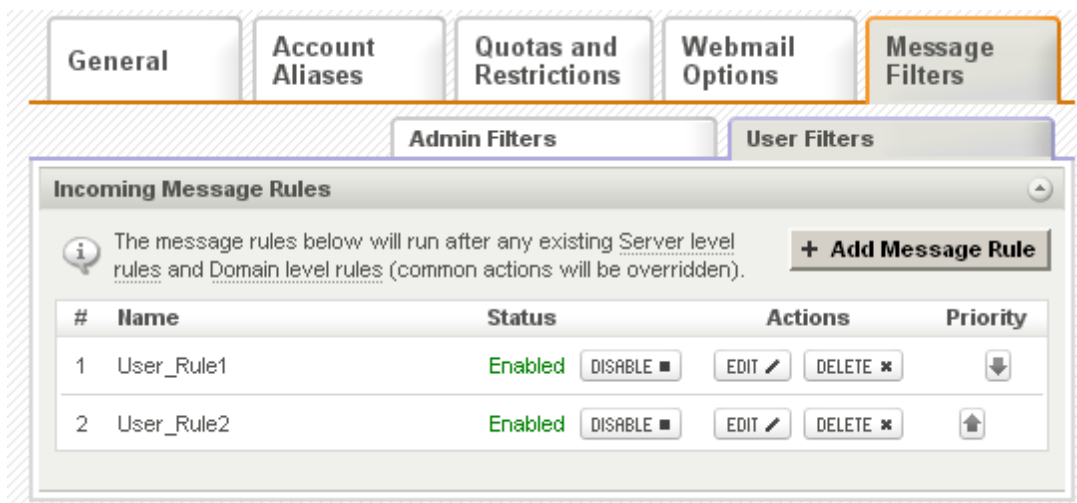
Important:

- The **User Filters** subcategory, in particular, gives you access to the rules defined by the user for this account using the WebMail interface.
- Editing these rules will actually edit the user-defined filters, and the changes will be seen by the user in the WebMail interface. Access to these rules has been introduced in order to allow the administrator to correct potential problems in user-generated rules through shared access.

邮件过滤器>管理员筛选子页面，使系统管理员能够配置传入特定用户帐户的邮件规则和过滤器。
重要提示：

- 用户过滤器“子类别，特别是给你访问这个帐号使用 **Webmail** 界面，由用户定义的规则。
- 编辑这些规则实际上将编辑用户自定义过滤器，通过 **Webmail** 界面，用户将会看到的变化。这些规则的访问已被引入，以允许管理员来修正通过共享访问的用户生成的规则中的潜在问题。

Incoming Messages Rules | 传入邮件规则



To configure a new message rule hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, New Message Rule. Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section.

Important:

- The message rules below will run after any existing Server level rules and Domain level rules (common actions will be overridden).

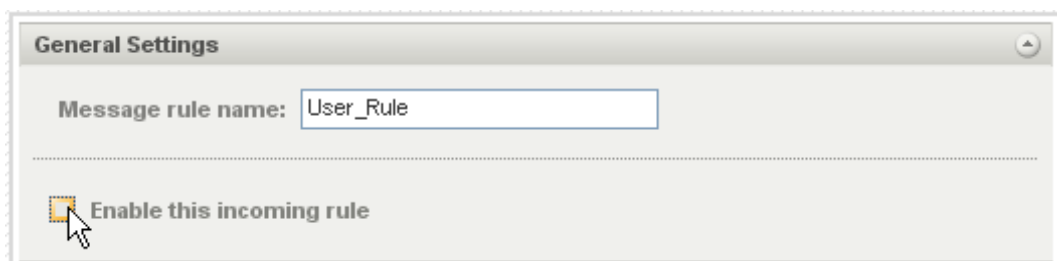
要配置新的邮件规则打“添加邮件规则”按钮，然后填写在新的子页面，新建邮件规则“的具体参数。每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用“删除”和“编辑”按钮配置。

设置顺序定义的规则应适用使用相应向下箭头可根据优先级部分。

重要提示：

- 消息下面的规则后，将运行任何现有的服务器级别的规则和域级别规则（共同行动将覆盖）。

General Settings of the New Message Rule | 一般设置新邮件规则

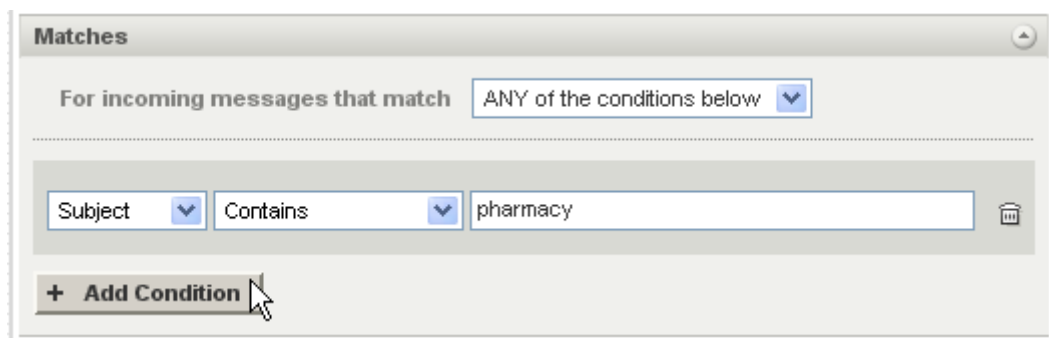


Use the text box under **General Settings** in order to specify the name of the new rule, then enable the new rule by checking the box in front of the option called **Enable this incoming rule**. 使用文本框，以指定新规则的名称，然后在常规设置下启用新的规则，在前面的选项启用此传入规则检查框。

New Message Rule Conditions | 新邮件规则条件

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages.

在“匹配”部分先决定您想要适用传入消息的规则。接下来，选择你想申请这些消息的条件。

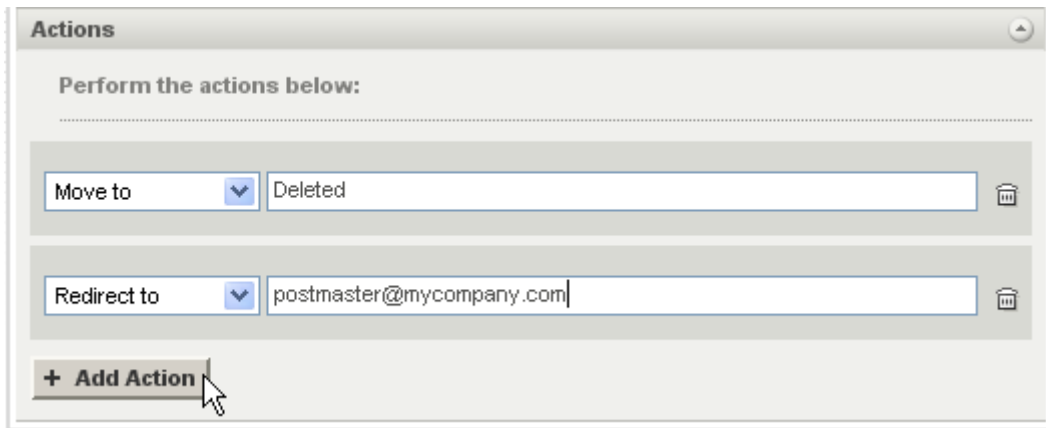


Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option accessible by clicking on **Custom**. To delete one of the newly-added criteria hit its corresponding trash-bin shaped button. New message rules can be set to match all or just part of the specified conditions according to your choice.

使用下拉菜单中选择新的类型。可用的选项包括设置的条件相对的主题，发件人，接收器，“抄送”，“收件人”或“抄送”的电子邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增

的标准击中其相应的垃圾桶边形按钮。可以设置新邮件规则，以符合规定的条件下，根据您的选择全部或只是其中的一部分。

New Message Rule Actions |新邮件规则操作



By editing the Actions section you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

To add a new action click on the **Add action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped like button displayed on the right hand of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址等的邮件，即

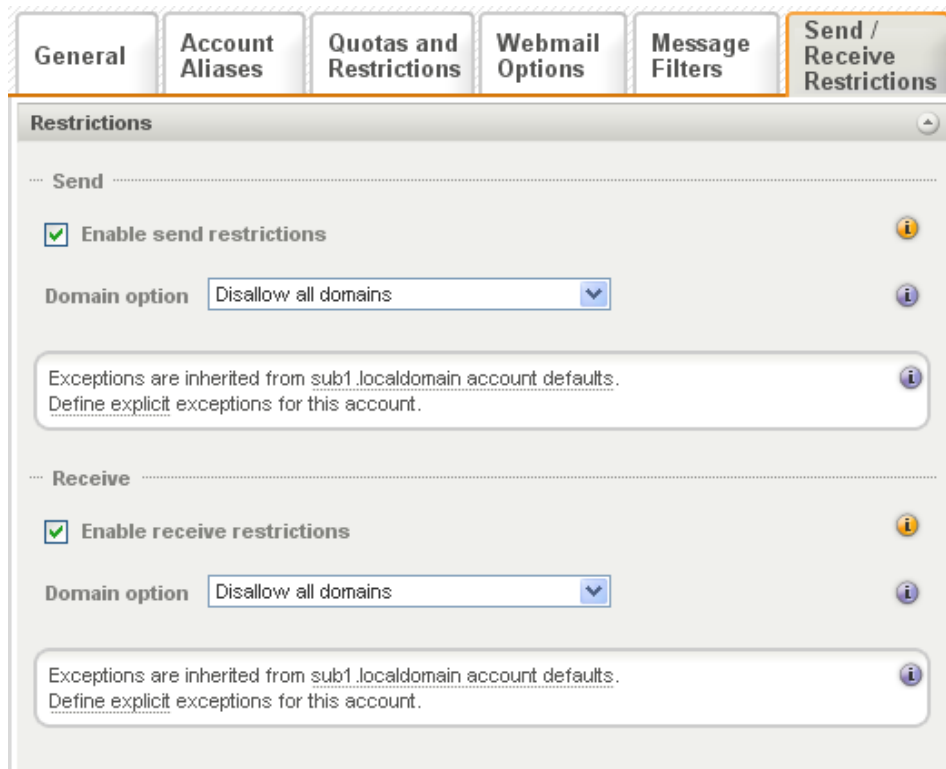
点击添加操作按钮添加一个新的动作，然后填写相应的细节在新显示的菜单。要删除动作打的垃圾桶垃圾桶状如按钮显示在右手的动作有问题。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

3.6. Managing Originator/Recipient Restrictions per Account / 管理每账户发起人/收件人的限制

The **Manage Accounts Tab > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

管理帐户选项卡>发送/接收限制子页面使系统管理员可以定义并启用或禁用限制可以限制域和子域的邮件发送或接收的发送和接收。此外，他们还可以建立有限的列表，可以或不能发送/接收电子邮件的收件人和发件人。



The administrator defines the following options:

- Enable/Disable sending restrictions
 - Allow sending only to the same domain
 - Allow sending to subdomains
 - Allow only recipients /Disallow recipients
- Enable/Disable receiving restrictions
 - Allow receiving only from the same domain
 - Allow receiving from subdomains
 - Allow only originators /Disallow originators

Restrictions apply for messages sent from:

- WebMail: An NDR will be returned if the destination address is not allowed.
- SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.
- Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理员定义了以下选项：

- 启用/禁用发送限制
 - 允许只发送到相同的域
 - 允许发送的子域。
 - 允许只有领取/不允许收件人
- 启用/禁用接收限制
 - 允许只接收来自同一个域
 - 允许接收来自子域名
 - 允许唯一的发起人/不允许发起人

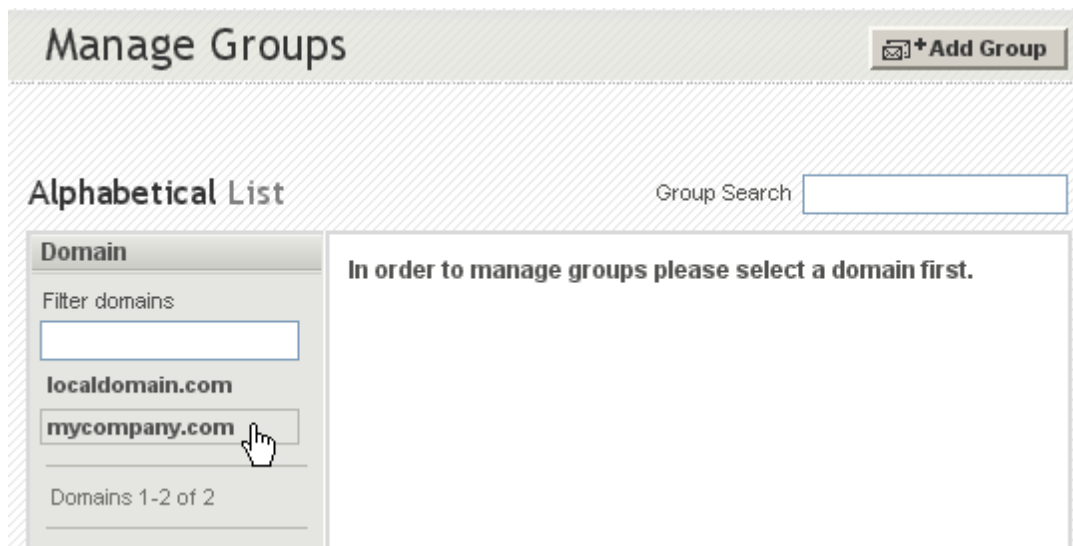
限制适用于发送的消息：

- **WebMail**：如果目的地址是不允许将返回一个 **NDR**。
- **SMTP/ Outlook** 连接器：**RCPT TO** 命令将产生一个永久性的错误，如果匹配的话。
- **Sendmail** 的包装：如果目的地址是不允许将返回一个 **NDR**。

4. Groups Tab | 群组选项卡

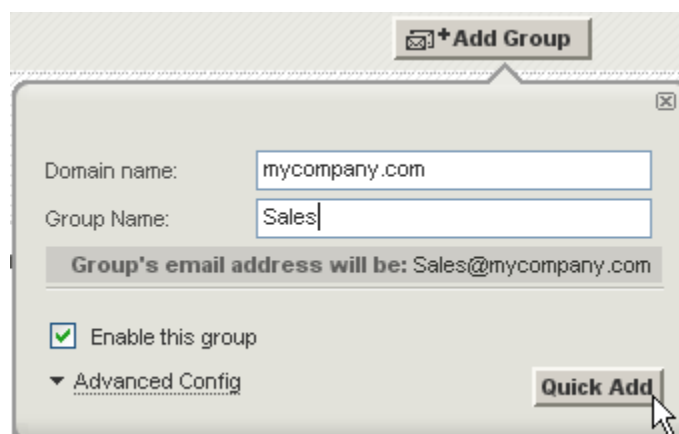
When first accessing the Groups tab, a list of the existing domains is displayed. To be able to manage the groups you have to first select one of the existing domains.

当第一次访问群组标签會显示现有站点的列表。为了能够管理组，你必须先选择一个现有的域。



After selecting a certain domain the list of previously created groups is displayed. To run a search for a specific group use the **Group Search** field. To edit an existing group use its corresponding **Edit** button, to delete it hit the **Delete** button. In order to create a new group press the **Add Group** button.

选择某个域后，先前创建的组列表中显示。为特定的一组使用组搜索字段运行搜索。要编辑现有的组使用其对应的“编辑”按钮，删除它打“删除”按钮。为了创建一个新组，按“添加组”按钮。



The domain you are creating the group in is displayed in the **Domain name** field if you have already selected a certain domain. If you press the **Add Group** button prior to the domain selection you will have to type the desired domain. Specify a name for the group you are creating in the **Group Name** text field. After specifying these two parameters the groups email address will be displayed (generic address is Groupname@Domainname).

Check the **Enable this group option** if you want to render the group active. If you are done configuring the group hit the **Quick Add** button. Alternatively, should you prefer to further fine tune it,

click the **Advanced Config** link. This link and the **Edit** button of already configured link gives access to two configuration pages: **General** and **Message Filters**.

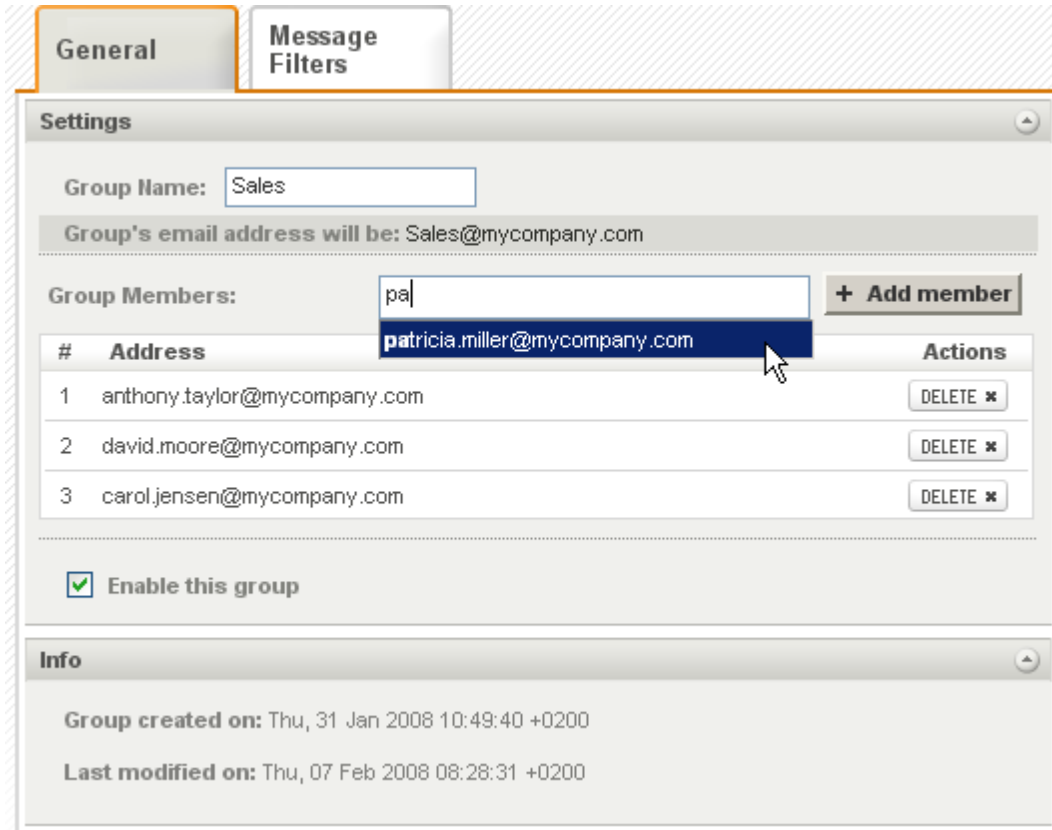
如果您已经选择了某个域，域创建组将显示在“域名”字段。如果按域选择“添加组”按钮之前，你将不得不键入所需的域。所创建组名称“文本字段中指定一个名称。指定这两个参数后组电子邮件地址将被显示的（通用地址是组名@域名）。

如果你想使组有效，击启用此组选项。如果您完成配置群创“快速添加”按钮。另外，如你需要进一步微调，单击“高级配置”链接。此链接和编辑按钮已经配置的链路提供了两个配置页面：总则和邮件过滤器的访问。

4.1. Group General Configuration / 常规群组配置

The **Groups > General** page allows you to add and delete group members and also provides information on the group currently edited.

组>常规页允许您添加和删除组成员，并且还提供了有关当前编辑组。



General | Message Filters

Settings

Group Name:

Group's email address will be: Sales@mycompany.com

Group Members: **+ Add member**

#	Address	Actions
1	anthony.taylor@mycompany.com	DELETE ✕
2	david.moore@mycompany.com	DELETE ✕
3	carol.jensen@mycompany.com	DELETE ✕

Enable this group

Info

Group created on: Thu, 31 Jan 2008 10:49:40 +0200

Last modified on: Thu, 07 Feb 2008 08:28:31 +0200

Use the **Group Name** text field to edit the name you have previously assigned to your group.

To add a group member type his/her email address in the **Group members** text field. To add more than one member hit the **Add member** button which will generate additional text fields for email addresses. To delete an already added member use the **Delete** button. Check the **Enable this group option** if you want to render the group active.

The **Info** section displays details referring to the creation and last modification date and time of the group.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

使用组名称文本字段编辑您先前已分配到组的名称。要添加组成员类型，他/她的电子邮件地址组成员

文本字段。要添加多个成员打“添加成员”按钮，这将产生额外的电子邮件地址的文本字段。要删除已添加的成员使用“删除”按钮。如果你想来渲染该组处于活动状态，请按启用此组选项。

信息部分显示创建和最后修改的日期和时间组的详细信息。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

4.2. Groups Message Filters / 群组消息过滤器

The **Groups > Message Filters** page enables system administrators to create and manage incoming message rules for a specific group.

Important!

- Group level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

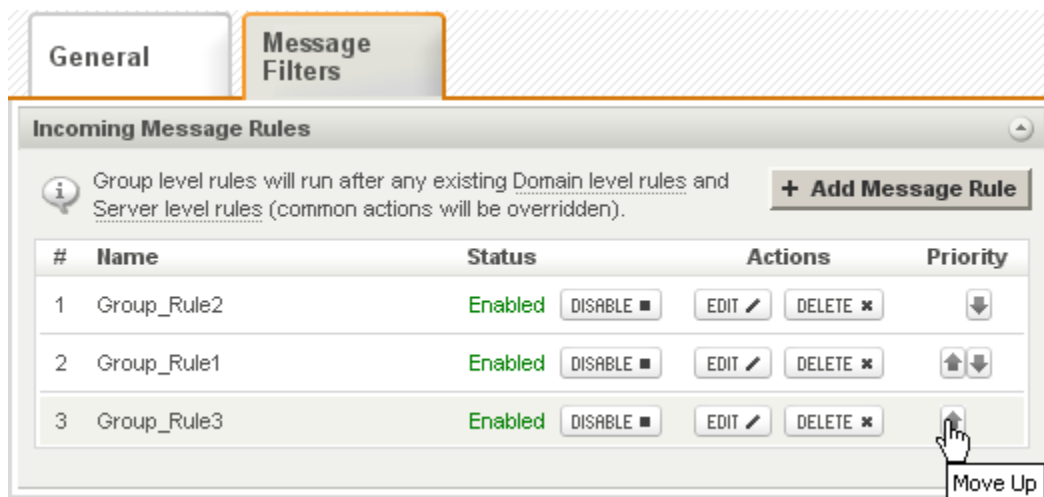
When first accessing the page a list with the already defined rules and filters is displayed. Both lists can be minimized or maximized by clicking the list name bar.

群组>邮件过滤器页面可让系统管理员创建和管理一组特定的传入邮件规则。

重要！

- 组层面规则将运行在任何现有域的级别规则和服务器级别规则后（共同行动将覆盖）。当第一次访问

该页面显示已经定义的规则和过滤器列表。两个列表可以通过点击列表名称栏最小化或最大化。

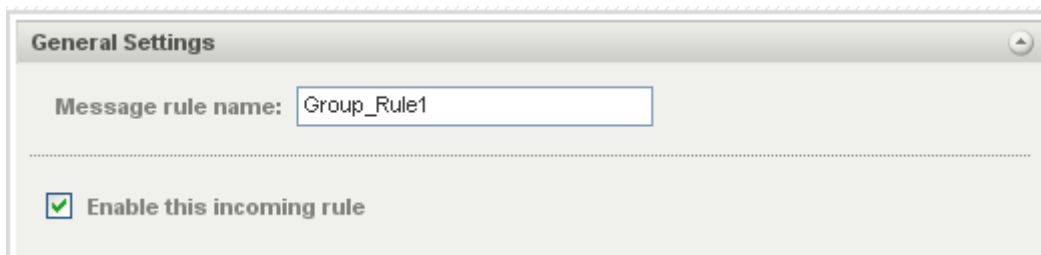


Each message rule has an **Enabled/Disabled** status displayed, the action displayed by the button next to it is the opposite of the status. Each rule can be deleted or further configured using the **Delete** and **Edit** buttons.

To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section. To configure a new message rule hit the **Add Message Rule** button and then fill in the specific parameters in the new sub-page, New Message Rule.

每个邮件规则的启用/禁用状态显示，它旁边的按钮显示的动作是相反的状态。每个规则都可以被删除或进一步使用删除和编辑按钮配置。

设置顺序定义的规则应适用使用其相应的向下箭头可根据优先级部分。要配置新的邮件规则打添加邮件规则按钮，然后填写在新的子页面，新建邮件规则的具体参数。



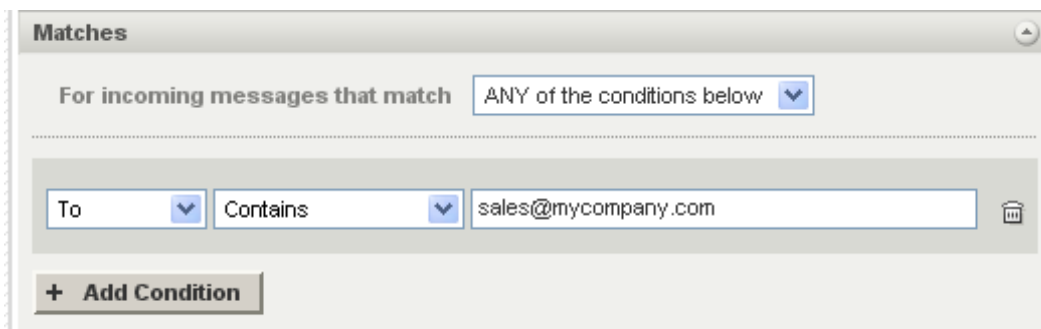
The screenshot shows a window titled "General Settings". Inside, there is a text input field labeled "Message rule name:" with the text "Group_Rule1" entered. Below this field, there is a checkbox labeled "Enable this incoming rule" which is checked with a green checkmark.

Use the text box under **General Settings** in order to specify the name of the new rule, then enable the new rule by checking the box in front of the option called **Enable this incoming rule**.

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages.

使用常规设置下的文本框以指定新规则的名称，然后启用新的规则，在前面的选项启用此传入规则检查框。

在“匹配”部分先决定您想要的规则适用传入的消息。接下来，选择你想申请这些消息的条件。



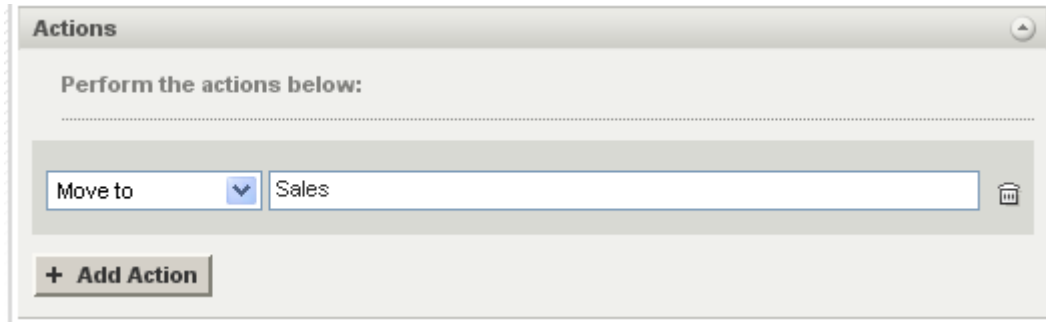
The screenshot shows a window titled "Matches". At the top, it says "For incoming messages that match" followed by a dropdown menu set to "ANY of the conditions below". Below this, there is a list of conditions. One condition is visible: "To" (with a dropdown arrow) "Contains" (with a dropdown arrow) "sales@mycompany.com" (with a trash bin icon). At the bottom left, there is a button labeled "+ Add Condition".

Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option accessible by clicking on **Custom**. To delete one of the newly-added criteria hit its corresponding trash-bin shaped button. New message rules can be set to match all or just part of the specified conditions according to your choice.

By editing the Actions section you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

使用下拉菜单中选择新的类型。可用的选项包括设置的条件相对的主题，发件人，接收人，“抄送”，“收件人”或“抄送”的电子邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶边形按钮。可以设置新邮件规则，以符合规定的条件下，根据您的选择全部或只是其中的一部分。

通过编辑“动作”部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址的邮件等等。



To add a new action click on the **Add action** button and then fill in all the corresponding details in the newly-displayed menus. To delete an action hit the trash-bin shaped button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

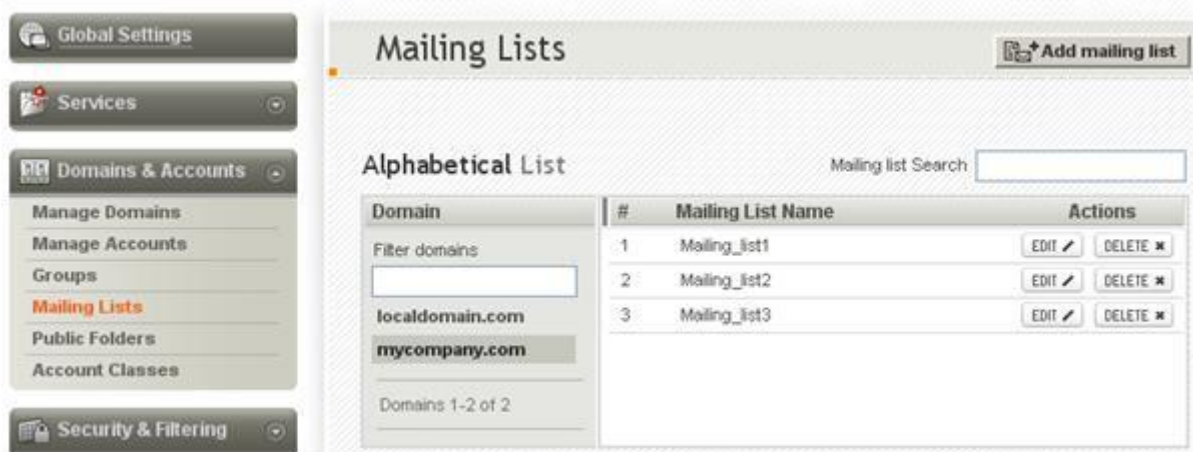
点击添加操作按钮添加一个新的动作，然后在新显示的菜单填写相应的细节。要删除动作按按钮上显示的右边动作的垃圾桶。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5. Mailing Lists | 邮件列表

Use the WebAdmin **Mailing Lists** tab to manage the mail lists in CloudMail Mail Server. When selecting this tab the currently existing mailing lists are displayed.

使用 WebAdmin 的邮件列表选项卡来管理邮件列表在 CloudMail 邮件服务器。当选择此选项卡中现有的邮件列表显示。



If you have defined a large number of mailing lists you can quickly locate a certain one by using the **Mailing list Search** available in the upper right corner. This field enables you to search by the name of the mailing list, on a filter as you type basis.

You can also search for a mailing list by using the **Domain** search menu available on the left of the screen. Just fill in the domain name in order to see all the corresponding mailing lists and they will be filtered out as you type. Clicking directly on one of the listed domains will result again in displaying all the mailing lists defined for that specific domain.

To edit an already defined mailing list hit the **Edit** button on the right side of its name, to delete it hit its respective **Delete** button. Should you like to add a new mailing list click the **Add mailing list** button.

如果已经定义了大量的邮件列表，你可以通过使用邮件列表可在右上角的搜索迅速找到某个。当你键入一个过滤器基础上此字段可以搜索邮件列表的名称。

您也可以使用域搜索菜单可在屏幕左侧的搜索一个邮件列表。只需填写域名中才能看到相应的邮件列表，他们将被过滤掉您键入。直接点击一个上市的域将导致再次显示定义特定域的所有邮件列表。

要编辑一个已定义的邮件列表击中其名称右侧的编辑按钮，删除它击中其各自的“删除”按钮。如果你想添加一个新的邮件列表中，单击“添加邮件列表”按钮。

Domain name: mycompany.com

List name: Mailing_list1 @mycompany.com

List Full Name: Mailing List 1
(eg. My Mailing List)

List password: ***** Set Random

The password has been randomly set to: IQzSGU1L

Admin email: postmaster@mycompany.com

Advanced Config Quick Add

Fill in the requested details: domain name, list name, list full name, administrator email, then specify a password for the mailing list you wish to create. Hit the **Quick Add** button in order to create the list using the default settings or the **Advanced Config** link to further fine tune it.

When pressing the **Edit** button for an existing mailing list or the **Advanced Config** link you access the six pages shown in the screen-shot below. The name of the configured mailing list is displayed in the upper section of the screen at all times.

填写所需的详细信息：域名，列表名称，列表的全名，管理员的电子邮件，然后指定你想创建邮件列表的密码。命中“快速添加”按钮，以创建使用默认设置或高级配置进一步微调的链接列表。

当按下“编辑”按钮，为现有的邮件列表或“高级配置”链接，您访问下面屏幕截图中所示的六页。在任何时候都在屏幕的上半部分中显示的配置的邮件列表的名称。



5.1. Mailing Lists General Configuration / 邮件列表一般配置

The **Manage Lists > General** tab allows system administrators to set the running services for a specific domain and other domain related parameters.

管理列表>常规选项卡允许系统管理员运行一个特定的域服务和其他域的相关参数设置。

Settings | 设置

The screenshot shows a web interface for configuring a mailing list. At the top, there are five tabs: 'General', 'Members', 'Subscription and posting', 'Quotas and Restrictions', 'Webmail Options', and 'Message Filters'. The 'General' tab is active. Below the tabs, the 'Settings' section contains the following fields and controls:

- List name:** A text input field containing 'Mailing_list1' followed by '@mycompany.com'.
- List Full Name:** A text input field containing 'Mailing List 1'.
- List's email address will be:** A greyed-out area displaying '"Mailing List 1" <Mailing_list1@mycompany.com>'. Below this is a dotted line.
- Account password:** A text input field containing '*****' and a 'Set Random' button.
- The password has been randomly set to:** A text area displaying '55Op3tqa'.
- Always accept subscribe and unsubscribe confirmations from:** A text input field containing 'postmaster@mycompar'.

Use the **List name** and **List Full Name** fields in order to edit the name of the mailing list. The complete name will appear as displayed under these fields. In this example, "Mailing List 1" <Mailing_list1@mycompany.com>.

Use the **Account Password** text area to manually specify the password for accessing the mailbox of this list, or generate one randomly by hitting the **Set Random** button. The new randomly generated password will be displayed in the field below: 55Op3tqa, in this case.

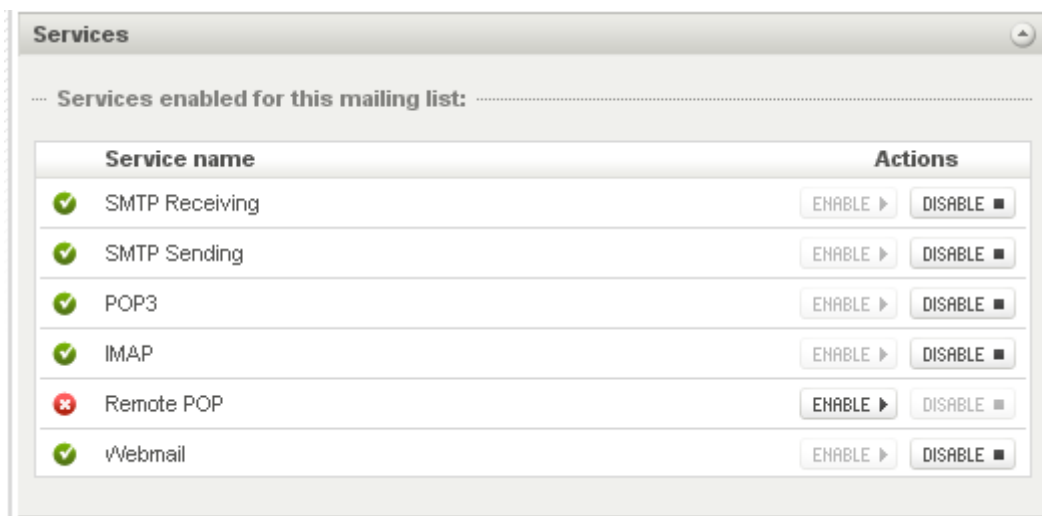
Subscription and unsubscription confirmations are automatically accepted for the mailing list displayed under Account Password. Leave blank in the text box if you wish these requests to be confirmed by the administrator.

使用列表名称，并列出姓名字段，以编辑邮件列表的名称。完整的名字会出现在这些域中显示。在这个例子中，“Mailing List 1” <Mailing_list1@mycompany.com>。

使用帐户密码“文本区域来手动指定此列表访问邮箱的密码，或击中设置随机按钮随机生成一个。在这种情况下，新的随机生成的密码会显示在下面的字段：55Op3tqa。

确认订阅和退订邮件列表下显示帐号密码自动接受。如果你想在文本框中经管理员确认这些请求请留空。

Services | 服务

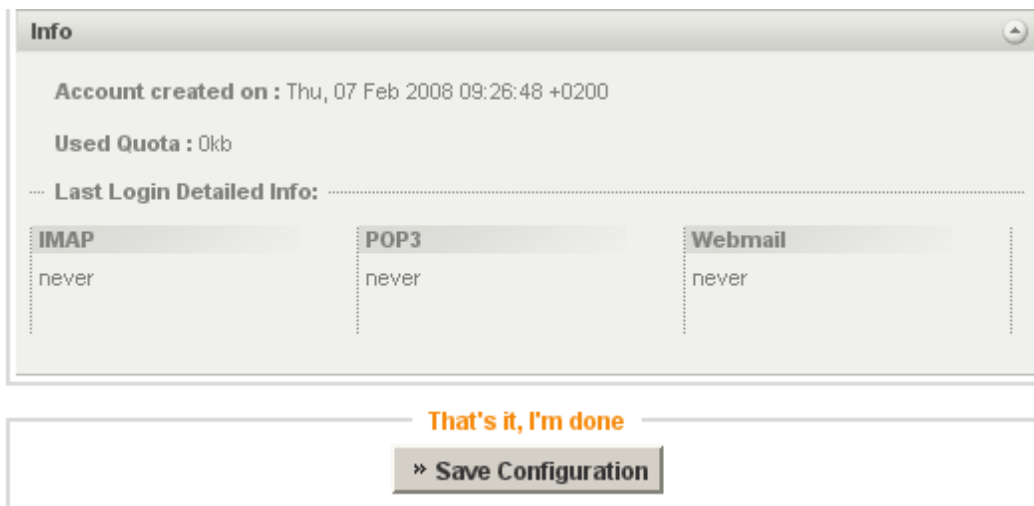


Service name	Actions
SMTP Receiving	ENABLE ▶ DISABLE ■
SMTP Sending	ENABLE ▶ DISABLE ■
POP3	ENABLE ▶ DISABLE ■
IMAP	ENABLE ▶ DISABLE ■
Remote POP	ENABLE ▶ DISABLE ■
vWebmail	ENABLE ▶ DISABLE ■

Use the **Services** field to specify what services are enabled for this mailing list. To enable or disable a service use the respective buttons corresponding to that service's name. Greyed out options are the ones active.

使用服务字段指定哪些服务都启用了这个邮件列表。要启用或禁用服务使用该服务的名称相对应的相应按钮。灰色的选项是活跃。

Info|信息



Info

Account created on : Thu, 07 Feb 2008 09:26:48 +0200

Used Quota : 0kb

.... Last Login Detailed Info:

IMAP	POP3	Webmail
never	never	never

That's it, I'm done

» Save Configuration

The **General** page also displays specific details about the currently edited mailing list in the **Info** section. The information refers to the account creation date, as well as time details for the last modification and login.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

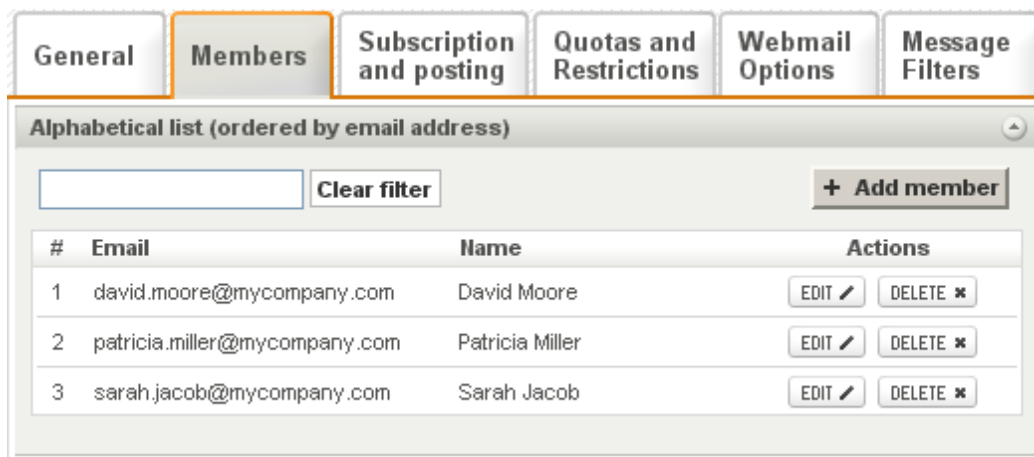
“常规”页面还显示当前编辑的邮件列表中的信息部分的具体细节。信息是指帐户创建日期，以及随着时间的最后修改和登录细节。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5.2. Members / 成员

The **Mailing Lists > Members** page allows system administrators to specify the parameters regarding the members of the mailing lists.

邮件列表 > 成员页允许系统管理员指定的参数有关的邮件列表的成员。

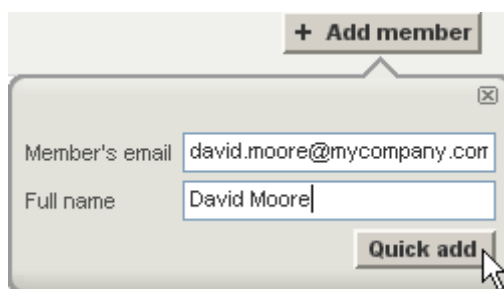


The members list is displayed alphabetically taking into account the first letters of the members' email address. You can also use the searching field in order to create a filter and thus be able to locate a certain account faster.

To edit the details of a member address, click the **Edit** button on the right side of its name, to delete it hit its respective **Delete** button. Should you like to add a new mailing list member hit the **Add Member** button.

成员列表考虑到成员的电子邮件地址的首字母按字母顺序显示。您还可以使用搜索领域，以创建一个过滤器，从而能够更快地找到某个帐户。

编辑成员地址的详细信息，请单击其名称在右侧的“编辑”按钮，删除它击中其各自的删除按钮。如果你想添加一个新的邮件列表成员打“添加成员”按钮。



Adding and editing a member address is done by filling in the requested details: the members' email and full name, and then clicking on the **Quick Add** button.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

是通过添加和编辑成员地址填写所需的详细信息：成员的电子邮件和全名，然后点击“快速添加”按钮。
当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5.3. Subscription and Posting 订阅和发帖

The **Mailing Lists > Subscription and Posting** page allows system administrators to set rules regarding subscriptions and unsubscriptions, posting rights, define message headers and templates for mailing lists.

在邮件列表>订阅和发布页面允许系统管理员设置订阅和退订的规则，发布权，定义邮件标题和邮件列表的模板。

Subscription/Unsubscription | 订阅/退订

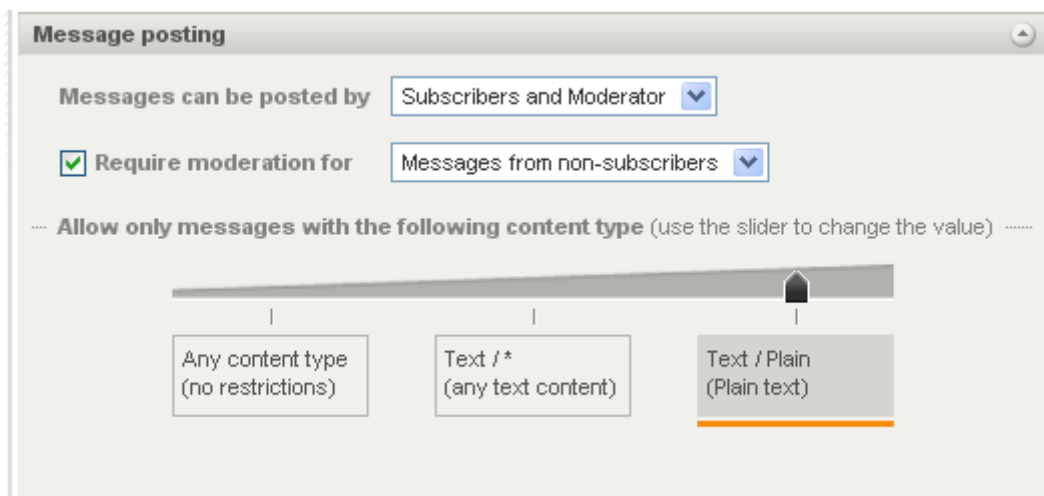
The screenshot shows a web interface with a navigation bar containing tabs: General, Members, Subscription and posting (selected), Quotas and Restrictions, Webmail Options, and Message Filters. Below the tabs is a form titled "Subscription / Unsubscription". The form contains the following elements:

- Allow subscription / unsubscription via email
- Email address: @mycompany.com
- Subscribe ---
- Administrator must approve subscriptions
- Use special email address for subscription:
 @mycompany.com
- Unsubscribe ---
- Use special email address for unsubscription:
 @mycompany.com

In this section, you can set the rules regarding subscriptions and unsubscriptions from a defined mailing list. When checking the **Allow subscription/unsubscription via email** option you can also decide whether the administrator needs to approve subscriptions and set special email addresses to be used especially for subscribing or unsubscribing.

在本节中，你可以设置规则定义的邮件列表订阅和退订。当检查允许认购 /退订通过电子邮件的选项，你也可以决定是否需要管理员批准订阅，并设置专门的电子邮件地址被特别用于订阅或退订。

Message posting | 消息发布



Use the drop down menu from the **Messages can be posted by** field in order to select who has the right to post messages. Choose one from the three available options: Anyone, Subscribers and Moderator, Moderator Only. Check the **Require moderation for** option to choose what messages should be moderated: all or those from non-subscribers.

Use the content slider available in this section in order to define the type of content a message can have. Move the slider to the left or to the right, in order to make the selection. Enabled types of messages will then change color from whiter to gray.

为了选择谁有权发布消息从消息可以发布中使用下拉菜单。选择从三个可用的选项：任何人，认购人及主持人，主持人只有之一。检查需要的选项，选择什么样的信息应该主持放缓：全部或那些从非订户。

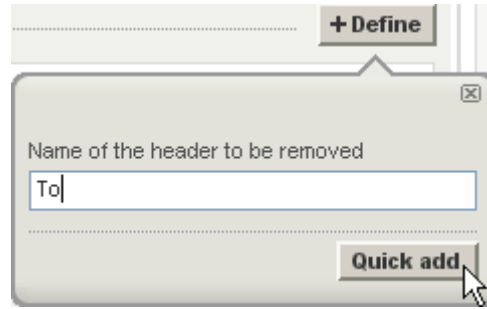
使用本节中提供的内容滑块，以确定消息的内容类型可以有。将滑块移动到左边或右边，以使选择。启用的消息类型将改变颜色洁白灰色。

Message Headers | 邮件标头



Here you can list or modify the headers you wish to remove from each message. To edit a header hit the **Edit** button on the right side of its name, to delete it click its respective **Delete** button. Should you like to add a new header to be removed hit the **Define** button.

在这里你可以列出从每个消息你想删除的头或修改。要编辑头球击中其名称右侧的“编辑”按钮，删除它，点击其各自的“删除”按钮。如果你想打“定义”按钮添加一个新的头被移除。



Whether editing or adding a new header for removal you will need to fill in the name of the header, then hit the **Quick Add** button. 无论是编辑或添加一个新的头去除，您将需要填写的头的名字，然后点击“快速添加”按钮。

Message Templates | 邮件模板

Message Templates

i To edit a message template, click the corresponding button bellow

Insert Header / Footer	Error messages and confirmation requests	Automatic responses
<input type="checkbox"/> Insert header	<input type="checkbox"/> Unknown command	<input type="checkbox"/> Welcome message
<input type="checkbox"/> Insert footer	<input type="checkbox"/> Invalid username	<input type="checkbox"/> Goodbye message
	<input type="checkbox"/> Bad confirmation	<input checked="" type="checkbox"/> Subscription denied
	<input type="checkbox"/> Confirm request	
	<input type="checkbox"/> Request pending	
	<input type="checkbox"/> Already subscribed	
	<input type="checkbox"/> Invalid format	

Insert "Subscription denied" text for each message:

Insert variables

List Name

Domain Name

List Full name

Request

Sender address

Sender

Confirmation code

Original Msg.

Orig Msg. Date

Orig. Subject

Orig. Msg. ID

This section enables you to edit the message templates. You can edit headers, footers, error messages and confirmation requests, as well as any automatic messages. Click the button corresponding to the template you are interested in and make the change. Should you like to insert a text at the beginning of each message fill it in the text box available under template types.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

此部分使您可以编辑短信模板。您可以编辑页眉，页脚，错误信息和确认请求，以及任何自动消息。按一下按钮对应的模板，你有兴趣，并进行更改。如果你想在每封邮件的开头插入一个文本填写在文本框中可根据模板类型。

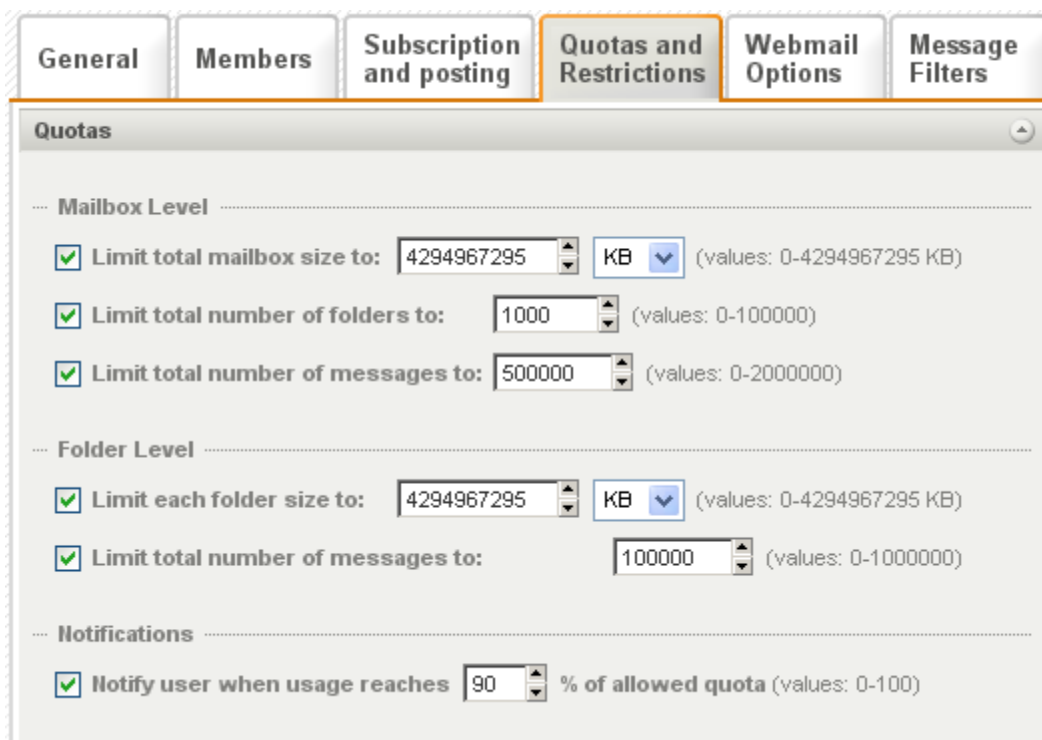
当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5.4. Configuring Quotas and Restrictions | 配置配额和限制

The **Mailing Lists > Quotas and Restrictions** page contains parameters relative to parameters at mailbox and folder level, notifications to be sent to the list members and restrictions imposed to the mailing list being edited.

邮寄清单 > 配额和限制页面包含的参数相邮箱和文件夹级的参数，通知被发送到邮件列表编辑列表成员和限制。

Managing Mailing List Quotas | 通讯录配额管理



At mailbox level, the total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox Level** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit use the available drop down menu to select if you want it calculated in KB, MB or GB.

At folder level system administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folder Level** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit use the available dropdown menu to select if you want it calculated in KB, MB or GB.

To have the account user notified when reaching a certain level of their allowed quota, through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota.

在邮箱级别可以限制邮箱总大小，文件夹的总数和邮件总数的邮箱级别区域中选择相应的选项，并使用向上和向下箭头来调整限制到所需的值。对于总规模限制如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单选择。

在文件夹级别的系统管理员可以设置每个文件夹的大小和通过选中相应的选项文件夹级别部分并使用向

上和向下箭头来调整到所需的值的限制，每份文件夹的邮件总数的限制。如果你想让它以 KB，MB 或 GB 计算可使用下拉菜单来选择。

如用户达到一定水平时，他们允许配额通知，通过一个弹出访问 **WebMail** 界面时显示在“通知”部分，检查相应的选项，使用向上和向下箭头来增加或减少的默认百分比配额。

Session Restrictions | 工作阶段限制



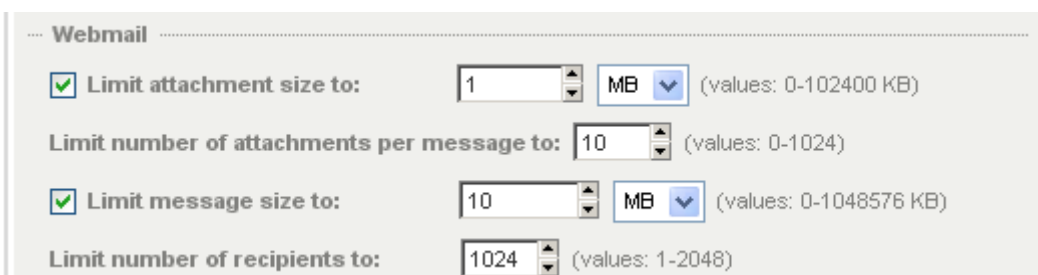
The screenshot shows a window titled "Restrictions" with a section for "Sessions". It contains three rows of configuration options, each with a text field, a spinner control, and a range of values in parentheses:

- Max. number of POP3 sessions: 4 (values: 1-16)
- Max. number of IMAP sessions: 16 (values: 1-16)
- Max. number of Webmail sessions: 4 (values: 1-2048)

The number of POP3, IMAP and WebMail sessions can be limited using the up and down arrows or directly editing the text fields pertaining to each type of session. POP3 and IMAP sessions take values from 1 to 16, while WebMail sessions take values from 1 to 2048.

POP3，IMAP 和 WebMail 工作阶段数，可以使用向上和向下箭头或直接编辑的文本字段有关每种类型的工作阶段限制。POP3 和 IMAP 工作阶段采取从 1 到 16 的值，而 WebMail 会采取从 1 到 2048 的值。

WebMail Restrictions | WebMail 限制



The screenshot shows a window titled "Webmail" with several configuration options, each with a checked checkbox, a text field, a spinner control, a unit dropdown menu, and a range of values in parentheses:

- Limit attachment size to: 1 MB (values: 0-102400 KB)
- Limit number of attachments per message to: 10 (values: 0-1024)
- Limit message size to: 10 MB (values: 0-1048576 KB)
- Limit number of recipients to: 1024 (values: 1-2048)

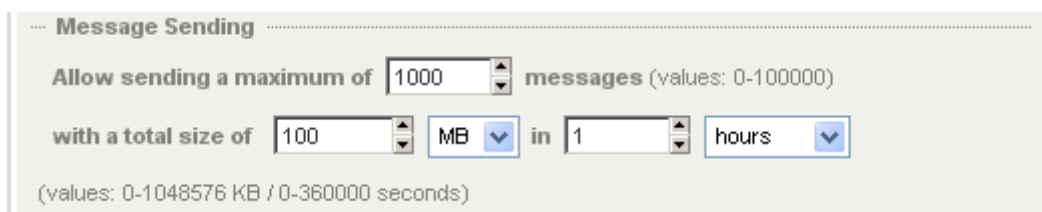
To limit the attachment and message size check the respective options in the **WebMail** section and use the up and down arrows to select the desired size. To have the size measured in KB, MB or GB use the available drop down menu.

Use the up and down arrows of the **Limit number of attachments per message** and **Limit number of recipients** options or edit their corresponding text field to set the maximum number of attachments and recipients in an email message.

附件和 **WebMail** 大小限制检查在邮局部分和相应的选项，使用向上和向下箭头来选择所需的大小。可使用用下拉菜单选择大小以 KB，MB 或 GB。

使用向上和向下箭头数目限制每个消息和收件人附件数量选项的或编辑其相应的文本字段设置在一封电子邮件中的附件和收件人的最大数量。

Message Sending Restrictions | 消息发送限制



Limits imposed to send messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus limit the total number of messages to be sent and their size in a time interval. Use the up and down arrows to select the desired size or edit the corresponding text field. To have message size calculated in KB, GB or MB use the respective drop down menu.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

限制发送的邮件給系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以 KB，GB，MB，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

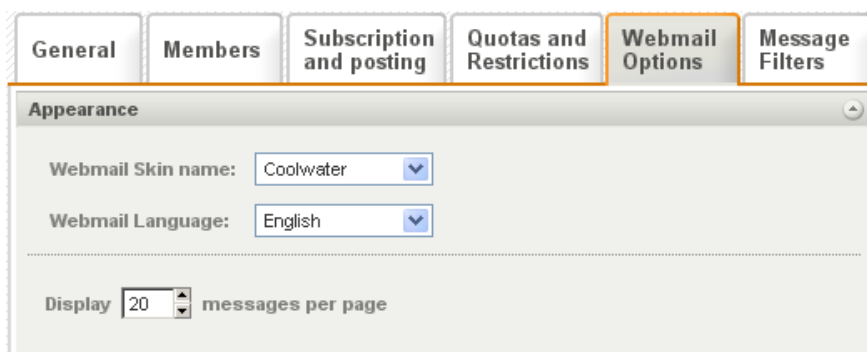
当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5.5. Mailing Lists WebMail Options | 邮寄名单 WebMail 选项

The **Mailing Lists > WebMail Options** page allows setting up of the mailing list's appearance, preferences, contact details and signature.

邮件列表 > **WebMail** 选项页面允许设立邮件列表的外观，偏好，联系方式和签名。

Appearance Options | 外观选项



Use the **WebMail Skin name** drop down menu to select the WebMail skin to be used for this account. To configure the WebMail language settings for the respective account use the **WebMail Language** dropdown menu. The available options are English, German, Romanian, Spanish, Portuguese, Italian, Dutch, Swedish, Norwegian, Polish, Russian, Czech, Creek, Chinese and Persian. The default selected language is English.

You can specify the number of messages to be displayed on a WebMail page for the currently edited mailbox using the **Display...messages per page** drop-down menu.

使用 **WebMail** 皮肤名称下拉菜单选择此帐户要使用的 **WebMail** 皮肤。要配置 **WebMail** 的语言设置为各自的帐户使用 **WebMail** 语言下拉菜单。可用的选项有英语，德语，罗马尼亚语，西班牙语，葡萄牙语，意大利语，荷兰语，瑞典语，挪威语，波兰语，俄语，捷克语，溪，中国和波斯。选择的默认语言是英语。

您可以指定使用显示当前编辑的邮箱的 **webmail** 页面上要显示的消息数...每页下拉菜单的消息。

Preferences | 首选项

Preferences

- Ask for confirmation on email deletion
- Ask for confirmation on empty folder
- Move deleted emails to *Trash*
- Save a copy of sent emails in *Sent*
- Automatically check for new emails every (values: 1 - 1440 minutes)
- Display notification when new email arrives

... **HTML Body Filtering Level** (use the slider to change the value) ...

No Filtering | Low level filtering | Medium level filtering | High level filtering

* Low level filtering - convert messages to XHTML standard
* Medium level filtering - strict filtering regarding resources
* High level filtering - preserve only the text content

You can have a confirmation requested before deleting a message via WebMail from the currently edited account by checking the **Ask for confirmation on email deletion** option.

Check the **Ask for confirmation on empty folder** option to request a confirmation on emptying a folder in WebMail for the currently edited account.

To have messages deleted through the WebMail interface sent to Trash check the **Move deleted emails to Trash** option. If left unchecked messages will be permanently deleted.

Allow the WebMail interface to check for new emails automatically for the configured account by checking the **Automatically check for new emails** option. Use the available text field or its up and down arrows to define the time frame and the dropdown menu to have the period measured in minutes, hours or days. Check the **Display notification when new email arrives** option so the user receives a pop-up warning when a new email arrives.

To set the **HTML Body Filtering Level** for this specific account when connected via WebMail use the available slider. The HTML filtering levels stand for the following:

从当前编辑的帐户按确认电子邮件删除选项可以在 **WebMail** 删除邮件時要求确认。

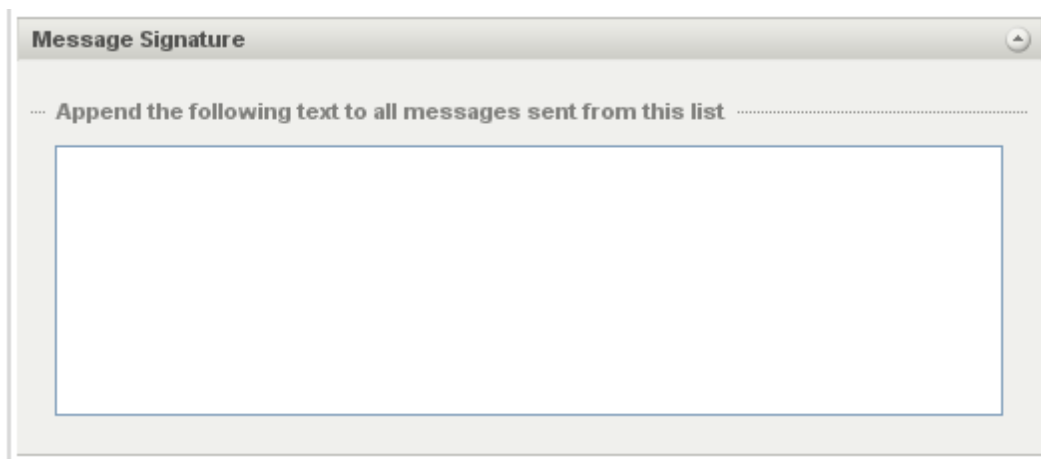
按要求确认清空文件夹选项可以在 **WebMail** 清空文件夹時要求确认。

要通过 **Webmail** 界面删除邮件到回收站可按已删除的邮件移动到废纸箱选项，沒有查看的信息也将被永久删除。

允许 **Webmail** 界面，检查是否有新的电子邮件配置的帐户，通过自动检查，自动检查新邮件“选项。使用可用的文本字段或向上和向下箭头来定义时间框架，并在下拉菜单中，有以分钟，小时或天计测。检查新邮件到达时显示通知选项，这样当新邮件到达时，用户会收到一个弹出的警告。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的 **XHTML**
- 中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许列表中被删除。此级别中删除的 **java** 脚本，样式等。
- 高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。



To have a signature defined for all messages sent from the configured mailing list via **WebMail** type it in the **Message Signature** text field. The text you define will then be appended to all outgoing email sent from the **WebMail** interface.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

从配置的邮件列表发送的所有邮件通过 **WebMail** 消息签名文本字段键入定义签名。然后你定义的文本将被追加到 **Webmail** 界面发出的所有电子邮件发送。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

5.6. Mailing Lists Message Filters / 邮件列表邮件过滤器

The **Mailing Lists > Message Filters** page enables system administrators to create and manage incoming message rules for a mailing list.

Important!

- Account level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

When first accessing the sub-page a list with the already defined rules is displayed. Each message rule can be deleted or further configured using the **Delete** and **Edit** buttons.

邮件列表 > 邮件过滤器 页面，让系统管理员创建和管理一个邮件列表的传入邮件规则。

重要！

- 帐户级别的规则将运行后，任何现有的域级别规则和服务器级别规则（共同行动将覆盖）。

当第一次访问与已定义的规则的子页面的列表被显示。每个邮件规则可以被删除或进一步使用“删除”和“编辑”按钮配置。



Each message rule has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section.

To add a new rule for all domain accounts, click the **Add Message Rule** button. In the new window type a name for the incoming message rule in the **Message rule name** field and check the **Enable this incoming rule** option to activate it.

每一个消息规则有一个启用/禁用状态显示在它旁边，启用/禁用按钮显示的状态相反的动作。设置顺序定义的规则应适用使用其相应的向下箭头可根据优先级部分。

要添加新的规则，所有域帐户，单击“添加邮件规则”按钮。在新窗口中键入消息规则名称字段中传入的消息规则名称，选中启用此传入规则选项来激活它。

General Settings

Message rule name:

Enable this incoming rule

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages from 'abc@domain.com').

在“匹配”部分先决定您想要的规则适用传入的消息。接下来，选择你想要的条件，适用于这些消息（例如消息从'abc@domain.com'）。

Matches

For incoming messages that match

To

+ Add Condition

Use the drop-down menu to select the type of the new condition. Available options include setting conditions relative to the subject, sender, receiver, Cc, To or Cc, size of the email, as well as a customization option accessible by clicking on Custom. To delete one of the newly-added criteria hit its corresponding trash-bin shaped button. New message rule can be set to match all or just part of the specified conditions according to your choice.

使用下拉菜单中选择新的类型。可用的选项包括设置的条件相对的主题，发件人，接收器，“抄送”，“收件人”或“抄送”的电子邮件的大小，以及自定义选项，可通过单击“自定义”。要删除一个新增的标准击中其相应的垃圾桶边形按钮。新建邮件规则可以设置，以符合规定的条件下，根据您的选择全部或只是其中的一部分。

Actions

Perform the actions below:

Move to

+ Add Action

By editing the Actions section you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

To add a new action click on the **Add action** button and then fill in all the corresponding details in the

newly-displayed menus. To delete an action click the trash-bin shaped button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

通过编辑动作部分，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单来指定相应的动作移动，复制，删除，或重定向到一个特定的电子邮件地址等的邮件等。

点击添加操作按钮添加一个新的动作，然后填写相应的细节在新显示的菜单。要删除动作的垃圾桶边形按钮上显示的右边的动作有问题。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

6. Configuring Public Folders | 配置公用文件夹

Use the **Public Folders** tab to manage public folders in CloudMail Mail Server. When selecting this tab the currently existing public folders and sub-folders are displayed.

使用公共文件夹标签在 CloudMail 邮件服务器公共文件夹管理。当选择此选项卡中，目前现有的公共文件夹和子文件夹都显示。

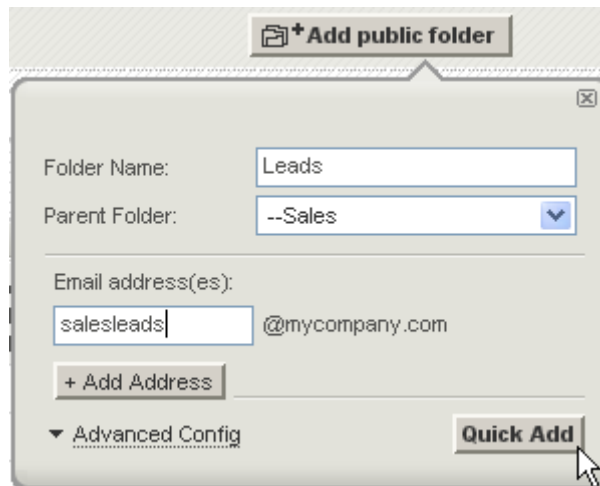


If you have defined a large number of public folders, you can quickly locate a certain one by using the **Domain** search menu available on the left of the screen. Just fill in the domain name in order to see all the corresponding public folders and they will be filtered out as you type. Clicking directly on one of the listed domains will also result in displaying all the public folders defined for that specific domain.

To add a new public folder click on the desired parent in the list and hit the **Add Public Folder** button at the top. If you don't select a parent the new public folder will be added in the public folder root. To delete an already defined public folder click its respective **Delete** button.

如果您已经定义了大量的公共文件夹，你可以迅速找到某一个使用域搜索菜单可在屏幕左侧。只需填写域名中才能看到相应的公共文件夹，他将基于您键入的域名作过滤。直接点击列出的域，也将导致显示定义特定域的所有公用文件夹。

要添加一个新的公共文件夹上单击列表中的所需的父，并在上面打添加公共文件夹“按钮。如果你不选择父新的公共文件夹将被添加在公共文件夹的根。要删除一个已定义的公共文件夹，请单击其各自的“删除”按钮。

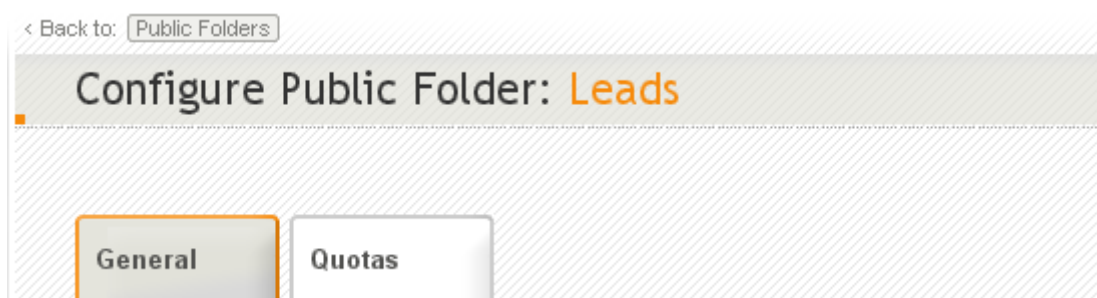


Fill in the folder name, select the parent folder from the drop-down menu and specify the email address for this public folder. You can insert multiple email addresses: fill in the email address and then click on the **Add Address** button. Should you like to delete one of the listed email addresses, click on the trash bin icon available on the right of the email address. Hit the **Quick Add** button in order to complete the creation of the public folder with these settings or use the **Advanced Config** link to further fine tune it.

When pressing the **Edit** button for an existing public folder or the **Advanced Config** link when creating it, you will be able to make more settings in the **General** and **Quotas** configuration pages.

填写的文件夹名称中，选择从下拉菜单中的电子邮件地址，并指定这个公共文件夹的父文件夹。您可以插入多个电子邮件地址：填写的电子邮件地址，然后点击“添加地址按钮。如果你想删除一个上市的电子邮件地址，单击回收站图标，可在右边的电子邮件地址。为了完成这些设置公共文件夹的创建或进一步微调它使用高级的配置链接，打“快速添加”按钮。

现有的公共文件夹或“高级配置”链接“编辑”按钮，当按下创建它时，您将能够使更多的设置在通用和配额配置页。



The name of the configured public folder will be displayed in the upper section of the screen at all times.

配置的公共文件夹的名称在任何时候都将显示在屏幕的上半部分。

6.1. Public Folders General Configuration | 公共文件夹一般配置

The **Public Folders > General** page allows system administrators to begin the configuration of a public folder.

公共文件夹>常规页，允许系统管理员开始一个公共文件夹的配置。

Settings | 设置

#	Email address	Actions
1	salesleads@mycompany.com	DELETE x

The system administrator can specify here the email address for this public folder. Multiple email addresses can be defined: fill in the email address and then click on the **Add** button. Should you like to delete one of the listed email addresses, click the **Delete** button available on the right of the email address.

系统管理员可以指定此公用文件夹的电子邮件地址。可以定义多个电子邮件地址：填写的电子邮件地址，然后单击“添加”按钮。如果你想删除一个上市的电子邮件地址，单击“删除”按钮，可在右边的电子邮件地址。

6.2. Configuring Public Folders Quotas | 配置公共文件夹配额

The **Public Folders > Quotas** page contains parameters relative to the mailbox and folder levels of the public folder being edited.

公共文件夹>配额页面包含的参数相到邮箱，并正在编辑的“公共文件夹”中的“文件夹级别”。

Limit folder size to: 4294967295 (values: 0-4294967295 KB) **KB**

Limit total number of messages to: 100000 (values: 0-1000000)

System administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options and using the up and down arrows to adjust the limits

to the desired value. For the folder size limit, use the available drop-down menu to select if you want it calculated in KB, MB or GB.

Important!

The values set will be used by any new public folder you create for this domain. You can override them by editing the **Quotas** section of any specific public folder.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

系统管理员可以限制每个文件夹的大小，检查各自的选择和使用向上和向下箭头调整到所需的值的限制，每份文件夹的邮件的总数。对于文件夹的大小限制，如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单来选择。

重要！ 设置的值将被用于此域创建任何新的公共文件夹。您可以编辑任何特定的公共文件夹的配额部分覆盖它们。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

7. Account Classes Tab | 帐户类别选项

Use the **Account Classes** tab to manage the account classes in CLOUDMAIL Mail Server. When selecting this tab the currently existing account classes are displayed.

使用帐户类标签管理帐户类在 CLOUDMAIL 邮件服务器。当选择该选项卡目前现有的帐户分类显示。



Domain	#	Account Class name	Actions
Filter domains			
localdomain.com	1	Marketing_Accounts	EDIT / DELETE
mycompany.com	2	Management_Accounts	EDIT / DELETE
	3	Sales_Accounts	EDIT / DELETE

If you have defined a large number of account classes, you can quickly locate a certain one by using the **Domain** search menu available on the left of the screen. Just fill in the domain name in order to see all corresponding account classes, they will be filtered out as you type. Clicking directly on one of the listed domains will also result in displaying all the account classes defined for that specific domain. The above screen-shot displays all the account classes created for the mycompany.com domain: Marketing_Accounts, Management_Accounts and Sales_Accounts.

To edit an already defined account class hit the **Edit** button on the right side of its name, to delete an

already defined account class click its corresponding **Delete** button. Should you like to add a new account class hit the **Add Account Class** button displayed in the upper right corner of the screen.

如果您已经定义了大量的账户类，您可以在屏幕左侧快速找到一定的使用域搜索菜单。只需填写域名，才能看到所有相应的帐户类，他们将被过滤掉，你键入。点击直接上市的域之一，也将导致显示特定域的所有帐户定义的类。上面的屏幕截图显示 mycompany.com 域的帐户创建的类：**Marketing_Accounts Management_Accounts Sales_Accounts**。

要编辑一个已经定义的帐户类击中其名称右侧的“编辑”按钮，单击其对应的“删除”按钮删除已定义的帐户类。如果你想添加一个新帐户类打“添加帐户类按钮显示在屏幕的右上角。

Add a new account class for the currently selected domain, in our case the mycompany.com domain, which is also automatically filled in the **Domain Name** field and can be edited.

For successfully creating a new account class fill in its name in the **Account Class Name** field, then hit the **Quick Add** button in order to create it using the default domain inherited parameters or the **Advanced Config** link to explicitly define account parameters. When pressing the **Edit** button for an existing account class or the **Advanced Config** link, you access the three pages shown in the below screenshot. The name of the configured account class is listed in the upper section of the screen at all times.

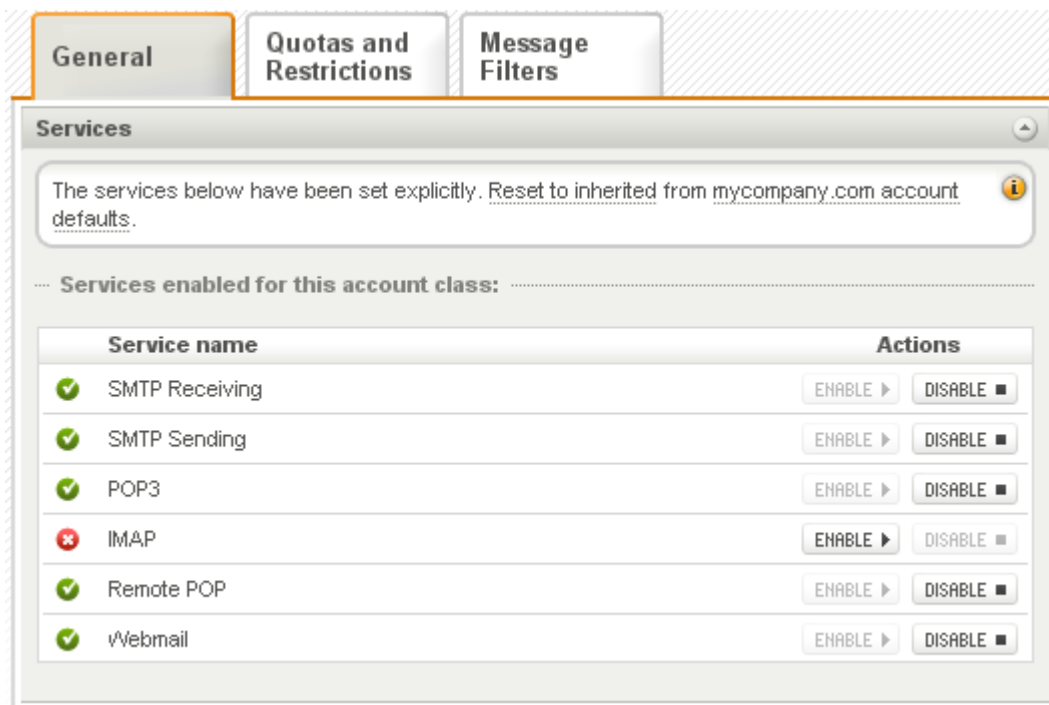
当前所选的域类添加一个新的帐户，在我们的例子中 mycompany.com 域的，这也是自动填充在域名，可以进行编辑。

为了成功地创建一个新帐户类填写其名称，的帐户类别名称字段中，然后按”快速添加“按钮以创建它 使用的默认域继承的参数或高级配置链路明确定义帐户参数。当现有帐户类或“高级配置”链接，按“编辑”按钮访问三个页面下面的截图所示。配置的帐户类的名称在任何时候都在屏幕的上半部分中列出的。

7.1. Account Classes General Parameters / 账户类常规参数

The **Account Class > General** page displays the list of class services and their current status.

账户类>常规页面显示的列表一流的服务和他们目前的状态。



To enable or disable a service use the respective buttons corresponding to that service's name. Please note that at account class level only services affecting account class behavior are displayed - SMTP Receiving, SMTP Sending, POP3, IMAP, Remote POP and WebMail.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

要启用或禁用服务使用该服务的名称相对应的相应按钮。请注意，帐户帐户类级别唯一影响帐户类的行为 - SMTP 接收，发送 SMTP，POP3，IMAP，远程 POP 和 WebMail。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

7.2. Configuring Quotas and Restrictions / 配置配额和限制

The **Account Classes > Quotas and Restrictions** page contains parameters relative to mailbox and folder level, notifications to be sent to users and restrictions imposed for all created account classes.

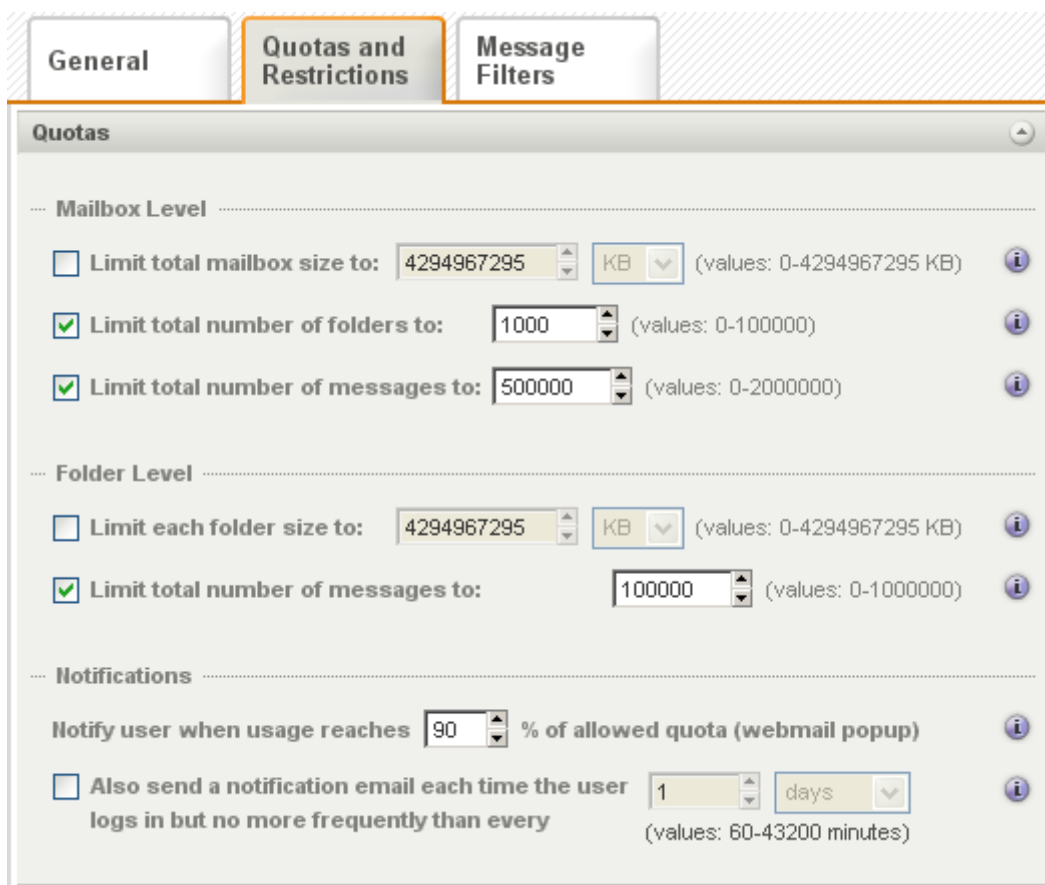
Important!

Changing the parameters below will affect the account classes that have inherited parameters. Explicitly set parameters will not be affected.

账户类>配额和限制页面包含相对邮箱和文件夹级的参数，通知被发送到用户所有创建的帐户类和限制。

重要！改变下面的参数会影响账户类继承的参数。显式设置的参数将不会受到影响。

Managing Account Quotas | 管理帐户配额



The total mailbox size, the total number of folders and the total number of messages can be limited by selecting the respective options in the **Mailbox level** area and using the up and down arrows to adjust the limits to the desired value. For the total size limit use the available drop-down menu to select if you want it calculated in KB, MB or GB.

System administrators can set limits for the size of each folder and the total number of messages per each folder by checking the respective options in the **Folder level** section and using the up and down arrows to adjust the limits to the desired value. For the folder size limit use the available drop-down menu to select if you want it calculated in KB, MB or GB.

To have account users notified when they reach a certain level of their allowed quota, through a pop-up displayed when accessing the WebMail interface, check the respective option in the **Notifications** section and use the up and down arrows to increase or decrease the default percentage of the quota. When this option is checked the users are also notified at every login. You can set the frequency of these login notifications using the up and down arrows corresponding to this additional option. To select if the respective value is calculated in seconds, minutes, hours or days check the respective drop-down menu.

邮箱总大小，文件夹的总数和总数的消息可以被限制在邮箱级别区域中选择相应的选项，并使用向上和向下箭头来调整限制到所需的值。对于总规模限制如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单来选择。

系统管理员可以设置每个文件夹的大小，并检查在文件夹级别部分和相应的选项，使用向上和向下箭头来调整到所需的值的限制，每份文件夹的消息总数的限制。如果你想让它以 **KB**，**MB** 或 **GB** 计算可使用下拉菜单来选择。

有帐户通知用户，当他们达到一定的水平，其允许的配额，通过一个弹出访问 **WebMail** 界面时显示，检查相应的选项，在“通知”部分，并使用向上和向下箭头来增加或减少的默认百分比配额。当这个选项被选中的用户在每次登录的通知。您可以设置使用向上和向下箭头，以本附加选项对应的频率，这些登录通知。如果要选择各自的价值计算秒，分钟，小时或几天检查相应的下拉菜单。

Configuring Restrictions

--- Password policy ---

Enable Password Policy enforcement

Password length must be between and characters (values: 1-32 / 16-128)

Password must include:

When changing the password, reject the last used one(s) (values: 0-8)

Allow the user to change the password

Require a minimum time interval of days between two consecutive password changes (values: 1-365)

--- Password Expiration ---

Enable password expiration

Password expires in days from creation (values: 1-365) days

Notify user at each login, starting from days before the password expiration (values: 1-365) days

Also send

--- Sessions ---

Max. number of POP3 sessions: (values: 0-16)

Max. number of IMAP sessions: (values: 0-255)

Max. number of Webmail sessions: (values: 1-1024)

Password Policy Enforcement

System administrators can define a **Password Policy** to be enforced when an account is created for a respective domain. First of all, they can set a minimum and maximum number of characters for each password, using the up and down arrows or editing directly the text field of the **Password length** parameters. They can further select from the **Password must include** drop-down menu if passwords should include letters, letters and numbers or letters, numbers and special characters. **Password Expiration** can also be defined by the text fields.

Session restrictions

The number of POP3, IMAP and WebMail sessions can be limited for all accounts in a certain account class. To do so select the desired value, use the up and down arrows or directly edit the text fields pertaining to each type of session. POP3 and IMAP sessions take values from 1 to 16, while WebMail sessions take values from 1 to 2048.

WebMail Restrictions

The screenshot displays the 'Webmail' configuration section. It includes four checked options with input fields and dropdown menus: 'Limit attachment size to' (1 MB), 'Limit number of attachments per message to' (10), 'Limit message size to' (10 MB), and 'Limit number of recipients to' (1024). Below these is a slider for 'Minimum allowed HTML body filtering level' with four levels: 'No Filtering', 'Low level filtering', 'Medium level filtering', and 'High level filtering'. The 'No Filtering' level is currently selected.

To limit the size of email message attachments check the respective option in the **WebMail** section and use the up and down arrows to select the desired size. To have the size measured in KB, MB or GB use the available dropdown menu.

Use the up and down arrows of the **Limit number of attachments per message** option or edit its corresponding text field to set a maximum number of attachments allowed to email messages sent or received from any account using the WebMail interface

Check the **Limit message size** option to set a maximum size for sent and received messages through the WebMail interface. To do so, use the up and down arrow to select the desired size or edit the corresponding text field.

The **Limit number of recipients** option allows you to configure a maximum number of recipients for WebMail email messages using the up and down arrow to select the desired size or editing the corresponding text field.

To set the **HTML Body Filtering Level** for this specific account when connected to via WebMail, use the available slider. The HTML filtering level stands for the following:

- No Filtering
- Low level filtering - converts the message to standard XHTML
- Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.
- High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This level is the strictest and may actually damage some formatting, but it is also the safest.

要限制电邮附件的大小可参考 **WebMail** 一节，使用向上和向下箭头键选择所需的大小。下拉菜单有 KB，MB 或 GB 的大小。

使用向上和向下箭头限制每封邮件的附件选项或编辑对应的文本字段来设置使用 **Webmail** 界面允许最大数量的附件电邮发送或接收任何帐户，

按邮件大小限制选项设置最大大小，通过 **Webmail** 界面发送和接收的消息。要做到这一点，请使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

收件人的数目限制选项允许您配置一个 **WebMail** 电邮最大收件人数。使用向上和向下箭头，选择所需的大小或编辑相应的文本字段。

要设置所有通过 **WebMail** 域连接的帐户的 **HTML** 正文过滤级别，使用可用滑杆。 **HTML** 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的 **XHTML**
- 中等级别的过滤 - 身体/允许的属性和标签的列表的基础上生成的电子邮件。任何不上这个'允许'列表中删除。此级别中删除的 **java** 脚本，样式等。

高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

Message Sending Restrictions

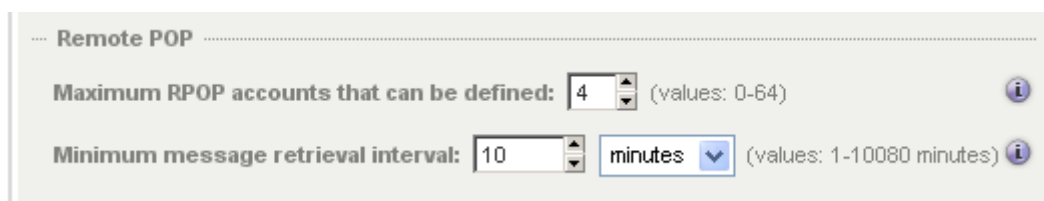


The screenshot shows the 'Message Sending' configuration panel. It includes a text input for 'Allow sending a maximum of' set to '1000' messages, with a range of '0-100000'. Below it, there are three more inputs: 'with a total size of' set to '100' MB, 'in' set to '1' hour, and a dropdown menu currently showing 'hours' with a mouse cursor over it. The dropdown options are 'hours', 'seconds', 'minutes', and 'hours' (repeated). A note below the inputs states '(values: 0-1048576 KB / 0-360000 seconds)'. Information icons are visible on the right side of the panel.

Limits imposed to send messages offer system administrators an easy possibility to prevent account users from generating spam. They can thus set a maximum number of messages, their total size and the period in which these are sent using the up and down arrows to select the desired size or editing the corresponding text field. To have the message size calculated in KB, GB or MB use the respective drop-down menu. The time frame for the maximum number of messages can be set to be calculated in seconds, minutes, and hours using the corresponding drop-down menu.

限制发送的邮件给系统管理员提供以防止用户产生垃圾邮件。因此，他们可以设置总大小的期间内最大数量的消息，使用向上和向下箭头键选择所需的大小或编辑相应的文本字段发送。使用相应的下拉菜单设置以 **KB**，**GB**，**MB**，单位计算的消息大小。消息的最大数目，使用相应的下拉菜单中的时间帧可以设置为以秒，分钟和小时计算。

Remote POP Restrictions | 远程 POP 限制



The screenshot shows the 'Remote POP' configuration panel. It includes a text input for 'Maximum RPOP accounts that can be defined' set to '4', with a range of '0-64'. Below it, there is another input for 'Minimum message retrieval interval' set to '10' minutes, with a dropdown menu currently showing 'minutes' and a range of '1-10080 minutes'. Information icons are visible on the right side of the panel.

System administrators can limit the number of remote POP accounts for account classes. To do so use the up and down arrows to select the desired size or edit the corresponding text field. Additionally you can specify a minimum interval between two email retrievals for each RPOP connection. Use the **Minimum message retrieval interval** dropdown menu to have it calculated in seconds, minutes or hours.

系统管理员可以限制远程 POP 帐户定义用户的数量。要做到这一点，请使用向上和向下箭头选择所需的大小或编辑相应的文本字段。此外，您还可以指定两个电子邮件检索为每个 RPOP 连接之间的最短间隔。用最少的信息检索的时间间隔，下拉菜单中有秒，分钟或小时计算。

Temporary Email Addresses Restrictions



--- Temporary Email Addresses ---

Enable temporary email addresses i

Max number of temporary email addresses: (values: 0-16) i

Delete temporary email addresses after: i




(values: 3600-31536000 seconds)




The administrator can set some limits on the usage of temporary email addresses. A user may request maximum 16 temporary email addresses (aliases), if the limit is set to '0' the 'Add' button in WebMail (in the 'Temporary Email Addresses' section) will be disabled but old temporary email address will still be available until they expire or are deleted. The time period from the creation of a temporary email address to its automatic deletion can be set between 10 minutes and 1 year.

管理员可以设置一些限制使用的临时电子邮件地址。用户可以请求最多 16 个临时电子邮件地址（化名）。如果限制设置为“0”，在 WebMail 的“添加”按钮（“临时电子邮件地址”一节）将被禁用，但旧的临时电子邮件地址仍然可以使用，直到到期或删除。可以设置在 10 分钟到 1 年的时间内创建一个临时的电子邮件地址自动删除。

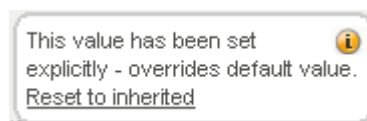
当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

Parameter inheritance | 参数继承

Parameters or parameter groups that are inherited from the domain's account defaults are automatically marked with the  icon, while the ones inherited from an account class are marked with the  icon. When explicitly setting the value of an inherited parameter it will be marked with the  icon. Moreover, any further changes at parent level (domain's account defaults or account class) will only affect inherited parameters, while explicitly set ones will keep their value. You can, at any time, revert the explicit parameters to their inherited value, by clicking the 'Inherit' link related to the explicitly set parameter (orange) icon.

参数或参数组都继承自域的帐户被默认自动标记  图标，而那些帐户类继承标有  图标。当显式设置 继承的参数值，它会被标记  图标。此外，任何进一步的修改在父级（域帐户的默认设置或帐户

类），只会影响继承的参数，显式设置的，而将保持其价值。您可以在任何时间，明确的参数恢复其继承的值，点击“继承”链接显式设置的参数（橙色）图标。



When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

当您完成配置这些参数，记得打“保存配置”按钮，保存您所做的更改。

7.3. Managing Message Filters / 管理邮件过滤器

The **Account Classes > Message Filters** page enables system administrators to create and manage incoming message rules for an account class.

Important!

Changing the parameters below will affect the account classes that have inherited parameters. Explicitly set parameters will not be affected.

- Account level rules will run after any existing Domain level rules and Server level rules (common actions will be overridden).

Important! When first accessing this tab to be able to add filters for this account class click the **Define explicit** link.

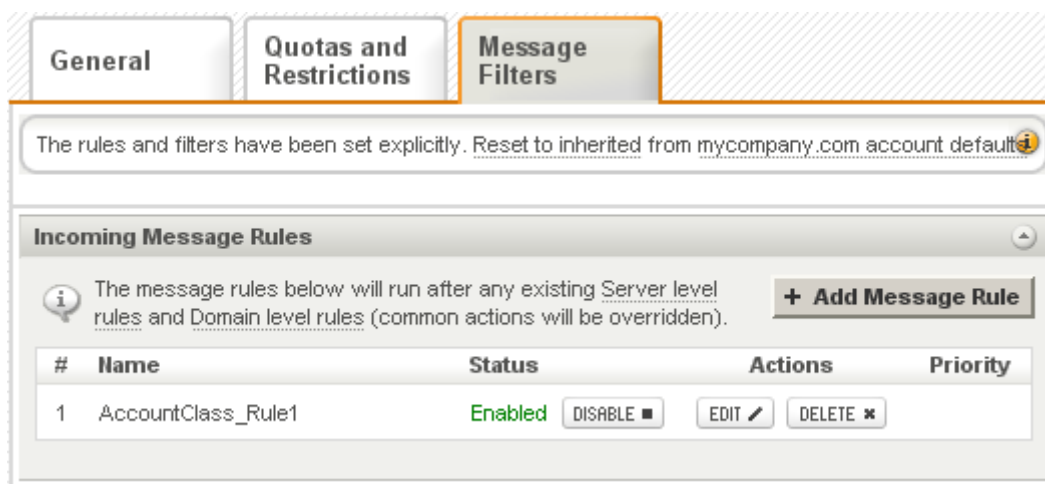
帐户类>邮件过滤器页面可让系统管理员创建和管理一个帐户类的传入邮件规则。

重要！改变下面的参数会影响帐户类继承的参数。显式设置的参数将不会受到影

响。

- 帐户级别的规则将运行后，任何现有的域级别规则和服务器级别规则（共同行动将覆盖）。

重要！当第一次访问这个标签能够此帐户类添加过滤器，单击定义明确链接。



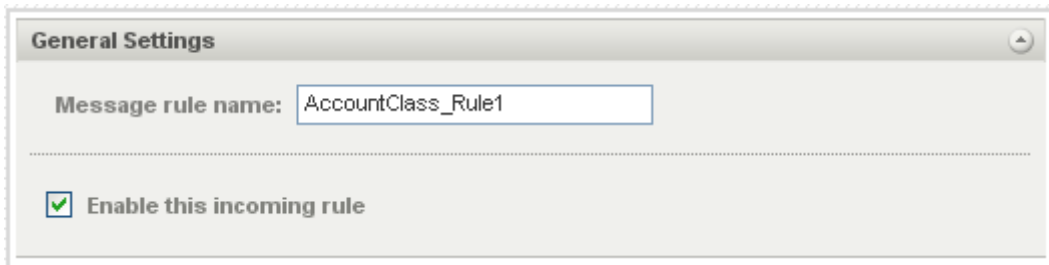
Each message rule has a Enabled/Disabled status displayed and next to it, the **Enabled/Disabled** button displays the opposite action of the status. To set the order in which defined rules should apply use their corresponding up and down arrows available under the Priority section.

Message rules can be deleted or further configured using the **Delete** and **Edit** buttons. To add a new message rule click the **Add Message Rule** button. In the new window type a name for the incoming

message rule in the **Message rule name** field and check the **Enable this incoming rule** option to activate it.

每一个消息规则有一个启用/禁用状态显示在它旁边，启用/禁用按钮显示的状态相反的动作。设置顺序定义的规则应适用使用其相应的向下箭头可根据优先级部分。

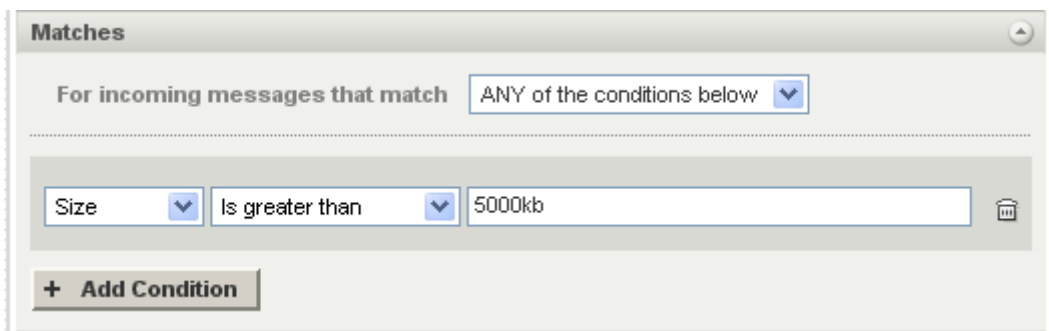
邮件规则可以被删除或进一步使用“删除”和“编辑”按钮配置。要添加一个新的邮件规则单击“添加邮件规则”按钮。在新窗口中键入消息规则名称字段中传入的消息规则的名称，选中启用此传入规则选项来激活它。



The screenshot shows a window titled "General Settings". Inside, there is a text input field labeled "Message rule name:" containing the text "AccountClass_Rule1". Below this field, there is a checkbox labeled "Enable this incoming rule" which is checked with a green checkmark.

In the **Matches** section first decide the incoming messages for which you want the rule to apply. Next, choose the conditions you want to apply to those messages (e.g. for messages greater than 5000kb).

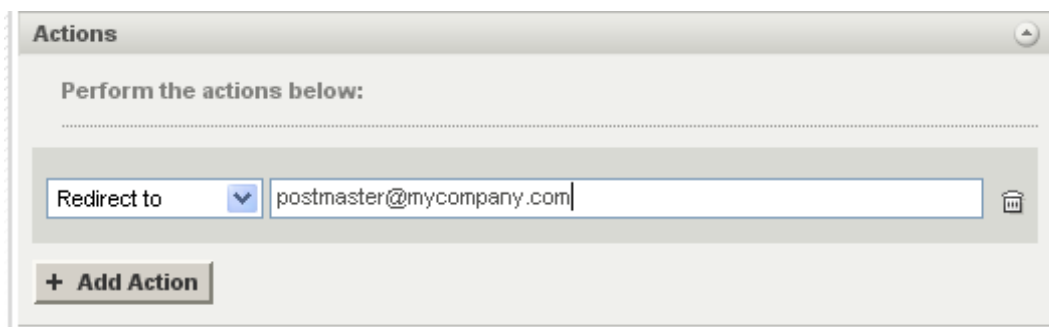
在“匹配”部分先决定您想要的规则适用传入的消息。接下来，选择你想要的条件，申请到这些消息（例如大于 5000KB 的消息）。



The screenshot shows a window titled "Matches". At the top, it says "For incoming messages that match" followed by a dropdown menu set to "ANY of the conditions below". Below this, there is a condition entry: "Size" (dropdown), "Is greater than" (dropdown), and "5000kb" (text input). There is a trash icon to the right of the condition. At the bottom, there is a button labeled "+ Add Condition".

By editing the **Actions** section, you can decide what you want to do with the messages that match the above conditions. Use the drop-down menu to specify the actions corresponding to the mail message, i.e. moving, copying, deleting, or redirecting it to a certain email address etc.

通过编辑“动作”一节中，你可以决定你想要做什么与符合上述条件的消息。使用下拉菜单指定动作对应用到邮件，即移动，复制，删除，或重定向到一个特定的电子邮件地址等。



The screenshot shows a window titled "Actions". It says "Perform the actions below:". Below this, there is a single action entry: "Redirect to" (dropdown), followed by the email address "postmaster@mycompany.com" (text input). There is a trash icon to the right of the action. At the bottom, there is a button labeled "+ Add Action".

Several actions to be performed can be added, click on the **Add action** button and fill in all the

corresponding details in the newly-displayed menus. To delete an action click the trash-bin shaped button displayed on the right hand side of the action in question.

When you are done configuring these parameters, remember to hit the **Save Configuration** button to preserve your changes.

一些需要执行的操作，可以添加，点击“添加动作按钮并填写相应的细节在新显示的菜单。要删除动作 按一下右手边的动作在问题页面上显示的垃圾桶边形按钮。

当您完成配置这些参数，记得打“保存配置”按钮来保存您的更改。

7.4. Managing Originator/Recipient Restrictions per Account Class / 限制每账户类发起人/收件人管理

The **Account Classes Tab > Send/Receive Restrictions** sub-page enables system administrators to define and enable or disable sending and receiving restrictions that can limit the domains and subdomains emails are sent to or received from. Additionally, they can create limited lists of recipients and senders that can or cannot send/receive emails.

帐户类别选项>发送/接收限制子页面，使系统管理员能够定义并启用或禁用限制可以限制域和子域的 邮件发送或接收的发送和接收。此外，他们还可以建立有限的列表，可以或不能发送/接收电子邮件的 收件人和发件人。

The screenshot shows a web interface for configuring account restrictions. It features four tabs: 'General', 'Quotas and Restrictions', 'Message Filters', and 'Send / Receive Restrictions'. The 'Send / Receive Restrictions' tab is selected. Below the tabs, there is a 'Restrictions' section with a scrollable area. This section is divided into two parts: 'Send' and 'Receive'. Each part contains a checkbox to 'Enable' the respective restrictions, a 'Domain option' dropdown menu (currently set to 'Disallow all domains'), and a text box for defining exceptions with an information icon. The 'Send' section is currently disabled.

The administrator defines the following options:

- Enable/Disable sending restrictions
 - Allow sending only to the same domain
 - Allow sending to subdomains
 - Allow only recipients /Disallow recipients
- Enable/Disable receiving restrictions
 - Allow receiving only from the same domain
 - Allow receiving from subdomains
 - Allow only originators /Disallow originators

Restrictions apply for messages sent from:

- WebMail: An NDR will be returned if the destination address is not allowed.
- SMTP/Outlook Connector: The 'RCPT TO' command will yield a permanent error, if matched.
- Sendmail wrapper: An NDR will be returned if the destination address is not allowed.

管理员定义了以下选项：

- 启用/禁用发送限制
 - 允许只发送到相同的域
 - 允许发送的子域。
 - 允许只有领取/不允许收件人
- 启用/禁用接收限制
 - 允许只接收来自同一个域
 - 允许接收来自子域名
 - 允许唯一的发起人/不允许发起人

限制适用于发送的消息：

- WebMail：如果目的地址是不允许将返回一个 NDR。
- SMTP/ Outlook 连接器：RCPT TO 命令将产生一个永久性的错误，如果匹配的话。
- Sendmail 的包装：如果目的地址是不允许将返回一个 NDR。